



HM Prison &
Probation Service

Practice Guidance Working with People Released on Licence and Recall Decision Making

Improvement Support Group

Version 2.1

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Version Control

Date	Nature of change	Version
10/10/2023	released as new guidance replacing the Compliance and Engagement on licence guidance document. and integrating the following previous guidance documents: - 7 minute briefing recall types - recording recall decision making and issuing letters - 7 minute briefing recall decision making thresholds and tests	1
12/03/2024	Updated to include: - Action plan and changes to IPP Panels guidance - Chief Probation Officer consider a recall video - Links to parole and recall quality principles guidance - Reference to communicating civil orders - Requirement of PP to have contact with prisoner prior to completing Part B and C - Parole Board member video - Changes to fixed term recall criteria April 2024	2
13/01/2025	Updated to include: - FTR56 changes - RARR and changes to IPP/DPP	

Introduction

For many people on probation, the experience of being released from prison subject to licence conditions or being recalled to custody is one of the most emotionally overwhelming and difficult parts of their sentence. For probation practitioners, the work you undertake with people during this time will likely be some of the most challenging and potentially rewarding. Risk management planning during release on licence and recall decision making can be complex, time pressured and subject to external scrutiny.

This document streamlines existing effective practice guidance around recall decision making and compliance on licence and can support you to develop confidence to work effectively during this time. The guidance compliments existing [required and desirable learning](#) and is not exhaustive in terms of your role and responsibilities when working with people on licence.

Navigating this document

The document consists of three main sections and is not designed to be read in full at any one time. Navigate to the section you require by using the contents page. Clicking the triangles at the side of each heading will open and close the content to help you focus on the information you need at the time. Hyperlinks can be accessed by pressing Ctrl + Click. Images contain hyperlinks to additional content.

Sections in this guidance include:

Guiding principles:

Core principles for working effectively with people before release and on licence. This section includes links to video content to develop your knowledge.

Recognising diversity:

Content to assist you in working effectively with specific groups who may experience disadvantage during the licence period.

Key stages:

Practice guidance to supplement the policy frameworks specific to different points in the journey from pre-release through to risk assessed recall review.



Clicking on the home icon will take you back to the contents page.



The CPD icon will direct you to additional content to develop your skills.

Some essential policy frameworks for working with people on licence are:

[Managing parole eligible offenders on licence policy framework](#)

[Licence conditions policy framework](#)

[Recall, review and re-release of recalled prisoners policy framework](#)

[Sentence management in the community policy framework](#)

[Generic Parole Process Policy Framework](#)

[Home Detention Curfew Policy Framework](#)

[Child Safeguarding Policy Framework](#)

There is a guiding principles [visual info-graphic](#) available to download to support this practice guidance.

To provide feedback to support continuous improvement of this guidance please click on this link: [\[REDACTED\]](#)

Guiding principles

Working with people released on licence



Keep people safe

- Gather information you need and act on it
- Ensure the right level and type of contact
- Implement your risk management and sentence plan
- Respond to changes in risk
- Seek oversight from managers



Be curious

- Seek evidence of the person's progress
- Develop your questions and explore what is said
- Look beyond the initial information
- Gather information from significant people
- Involve partner agencies



Reduce bias

- Challenge your first thoughts
- Slow down your thinking
- Consider alternatives
- Check your thinking with others
- Make deliberate and conscious decisions



Use Procedural Justice

- Fairly and respectfully apply processes
- Provide clear and understandable explanations
- Explain conditions more than once, in different ways
- Create opportunity for questions and hear the person
- Do what you say you are going to do



Focus on desistance

- Show you believe in the person
- Explore and nurture their individual strengths
- Help them to develop positive social support
- Use engagement skills to develop your relationship
- Collaborate on plans and reviews

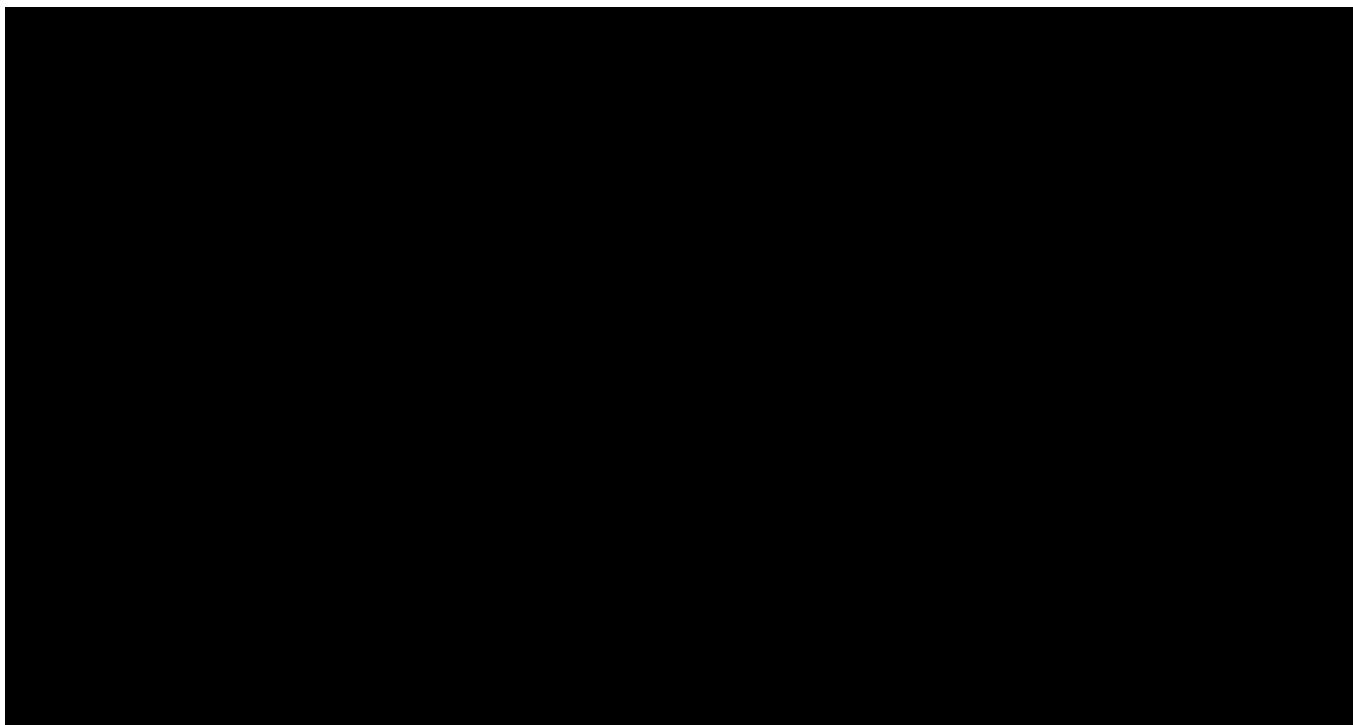
For more information view the full practice guidance on Equip

Keep people safe

Your primary aim whilst working with someone on licence is to keep people safe by ensuring that risk is manageable within the community. This means protecting existing victims and minimising the possibility of future victims. Keeping people safe does not stop with the completion of OASys. The person in prison or on probation should be actively and meaningfully involved in all elements of the assessment including the sentence plan to maximise the chance of success.

How can I keep people safe?

- **Make necessary enquiries, seek out missing information and act on what you know.**
- **Your risk assessment** underpins how you work with the person throughout their licence including how you make decisions pre-release, at times of change, when considering recall and when reviewing re-release. It is a continuous and evolving process.
- **Your risk management plan** details actions or proposed actions to be taken to address the risk presented by a person. Risk management planning should begin whilst someone is in custody and be reviewed in line with key stages or events in the sentence.
- **The sentence plan** is an extension of the risk management plan. It includes all activity to manage identified risks *and* address criminogenic need throughout the sentence.
- **Ensure the right level of contact.**
- **Implement** all elements of the risk management and sentence plan.
- **Respond to escalating risk** by using contingencies you have identified.
- **Seek management oversight** where necessary.



to make enquires and how to incorporate these into your assessment.



Use procedural justice

Procedural Justice is about how fairly someone perceives they are being treated and is vital in your work with people on licence, both before and after release from prison. If the person perceives that you are acting fairly, they are more likely to trust you, accept your decisions and commit to their licence conditions. How you work with the person is as important as what you do. Working in a procedurally just way will help you to improve your supervisory relationship. It will also help you to retain or re-establish this relationship if you make decisions which have a negative personal impact such as increasing restrictions or recalling someone to prison. When you have fairly and respectfully applied a process, considered the person's perspective, and provided a clear explanation, your decisions are more likely to be understood and accepted. The [Procedural Justice Intranet Page](#) contains lots of content to help you understand the evidence base of Procedural Justice and how to apply these principles in your work'. You can learn more about how to apply procedural justice in this 4 minute video:



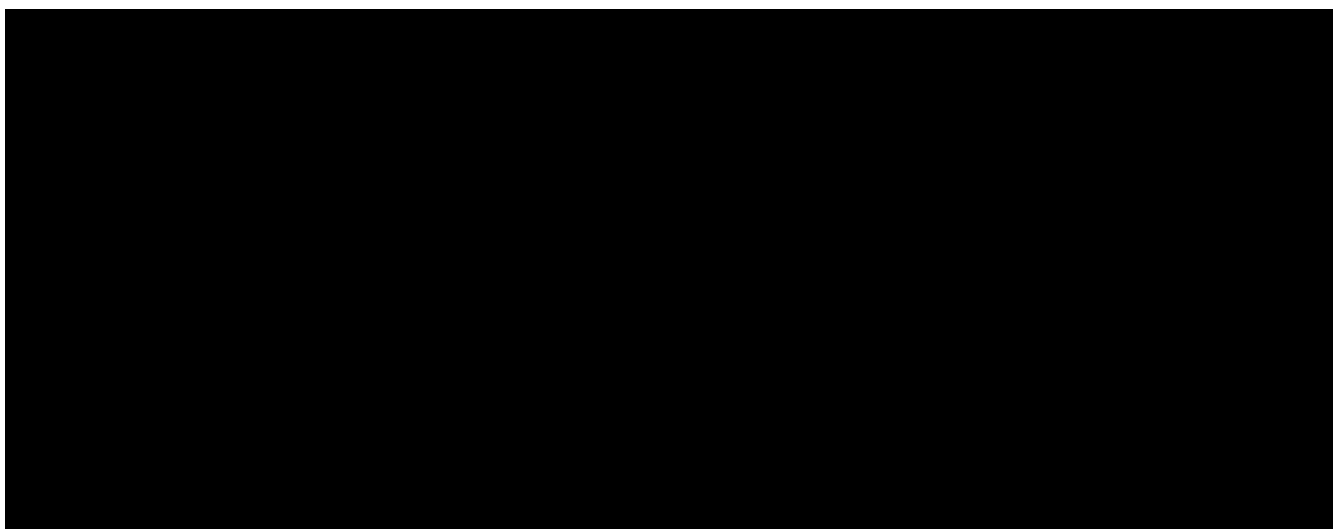
How can I use Procedural Justice with people being released on licence?

- Provide frequent opportunities for the person to ask questions.
- Work together on plans so the person feels heard.
- Always consider the perspective of the person in your decisions.
- Explain how decisions will be made or have been reached.
- Be consistent and unbiased when applying processes.
- Be sincere and show you care about the person's best interests.
- Explain your motivations and our role in protecting the public.
- Maintain contact in custody both before release and after recall.
- Do what you say you are going to do. When you are unable to do so, explain why.
- Provide clear and understandable explanations.
- Treat the person as an individual and respond to their specific needs.
- Protect the person's rights, culture, and differences.



Reduce bias

One of the factors that can impact on our decision making and fair treatment of others is our natural human tendency for bias. Decisions such as removing someone's liberty out of a duty to protect the public carry significant responsibility. We know that certain groups are disproportionately impacted by bias. It is important that we develop our understanding about these specific groups, particularly those whose characteristics are different from our own. High workloads and conflicting pressures can force us into rushed, automatic thinking which is more susceptible to bias. Finding ways to slow down thinking that work for you will help you to reduce the impact of bias. When considering recall action, it is particularly important and a feature of the process that you collaborate with others to reach a defensible decision. View the Insights team's [protecting decisions from bias evidence bite](#) on the intranet. There is a great 8-minute video explaining more about thinking errors:



Ask yourself these questions to reduce the impact of bias on my thinking.

- Could my initial judgement be wrong?
- What is the best argument for the alternative decision?
- How have I thought about this person as an individual?
- How can I familiarise myself with the diversity needs of the person I am working with?
- What is the individual's perspective? How can I build my understanding of this?
- Who could I consult with to check out my thinking? (MAPPA, lifer/IPP panels/supervision/colleagues).
- How can I create time to slow down my thinking?
- What would be the outcome if I changed my actions?



Be curious

Being professionally curious involves asking respectful questions and seeking verification of information you receive. It is a process of looking, listening, asking direct questions, checking, and reflecting on information rather than making assumptions or judgements. It can involve having difficult conversations, but these are often vital in obtaining the full picture. A professionally curious approach will help you to effectively work with someone on licence and make appropriate decisions around compliance. Professional curiosity should extend to all areas of the person's life including their cultural experiences linked to race, inequality, and prejudice. Showing a more detailed interest in what is discussed will help you to form a strong working relationship with the person and improve your assessment. Serious Further Offence (SFO) reviews conducted by His Majesty's Inspectorate (HMI) of Probation continue to identify a clear link between low levels of professional curiosity and failures in recognising increased risk of harm to others. HMI Probation has produced detailed [Effective practice guides](#) which can be used for individual learning. They can form the basis of a great reflective discussion amongst your team or during supervision discussions:



How can I be more professionally curious?

- Seek evidence of a person's progress and behaviour changes. Speak to other agencies involved before making decisions such as changing their reporting frequency.
- Develop your questioning style, explore in more detail what is said. Do not accept information at 'face value'.
- Question your own assumptions and understand how personal bias can impact decision making.
- Ask yourself is the person genuinely engaged with the work and sentence?
- Be open minded and expect new information to come to light.
- Ask interested questions about all parts of a person's life – not just when you are concerned about things.



Focus on desistance

Desistance theory supports the idea that the relationships between the person on probation and other supportive people in their lives (professional and personal) act as a protective factor. The challenge for probation practitioners is in maintaining that rehabilitative relationship whilst undertaking any necessary activity to protect the public.

There are times when your working relationship will be impacted by decisions you will take to protect the public. Developing your ability and confidence in your engagement skills and application of procedural justice principles will help you to navigate these situations. Keeping a focus on shared goals for the future will help you to maintain or rebuild your working relationships following such decisions.

Developing a 'therapeutic alliance' by skilled questioning, probing, expressing empathy and core skills such as motivational interviewing will enable you to develop a holistic understanding about the person you are working with and how you (and others) can best support them as an individual to maintain positive changes.

These principles together with a wealth of information underpinning the Skills for Effective



How can I keep focussed on desistance?

- Get to know the person you are working with and show interest in their hopes and intentions for their future.
- Help the person to identify people who can support them to maintain the changes they want to make. This might require new networks of support and creating opportunities to reintegrate.
- Seek evidence of a person's progress and strengths. Be motivational and recognise their efforts.
- Reflect and record progress in regular sentence plan and risk level reviews undertaken with the person.
- Structure your supervision sessions and recording using the CRISS model (check in, review, implementation, summarising and setting tasks).



Responding to differences

Some groups of people on probation have disproportionately worse outcomes in the criminal justice system than others. As part of our responsibility to achieve fair and equitable treatment for all, it is important that practitioners consider the protected characteristics and personal circumstances of every person they work with.

This practice guidance aims to support you in thinking about key diversity issues and how you can develop your practice to better respond to specific diversity needs. The [guiding principles](#) already covered become even more important and relevant when working with groups of people who have disproportionate outcomes. Although the suggestions in these sections are informed by an evidence base for specific groups, there are likely to be benefits for all individuals you work with.



Visit the [diversity and inclusion learning library](#) for links to learning products to increase your understanding and confidence in responding to difference. You can also find lots of supporting information on the [diversity and inclusion intranet pages](#).



Race, ethnicity, faith, and culture

18% of the general population are non-white. 28% of people in prison are non-white.

A black person is three times more likely than a white person to be arrested.

Black prisoners are more likely than other ethnic groups to be Muslim or young adults (under 25)

0.1% of the general population identify as Gypsy, Roma or Traveller (GRT). 5% of male and 6% of female people in prison identify as GRT heritage.

[The Lammy Review](#) recognised that many Black and Asian and ethnic minority people on probation are distrustful of the criminal justice system because of their previous life experiences. An important way to build trust is through developing a respectful relationship in which you can deepen your understanding of the person on probation's heritage, culture, family history, education, immigration status or experiences of trauma.

Conversations with the person on probation are crucial to building trust and gaining an in-depth understanding of their diverse needs. These conversations can feel challenging at times for both you and the person you are working with. Undertaking learning around unfamiliar cultures, religions and history may benefit you to form a basis for understanding.

It is important to remain sensitive to the discrimination that the person is likely to have experienced in their past, particularly from those in positions of authority or in their interactions with people in the criminal justice system. This can create challenges for the person and make it more difficult for them to feel safe. People may respond in diverse ways to attempts to discuss ethnicity, race or culture. It is important not to avoid challenging conversations, but equally these should not be forced on the person.

You may want to reflect on whether it would be appropriate to identify and sound out your own privilege and explore how this makes the person on probation feel as a viable way to support a more trusting relationship. In wider society, general census information suggests that people from Black, Asian and minority ethnic communities are more likely to practice a faith and therefore religion could form part of identifying protective factors and community integration.

The Race Action Programme has produced a great video to support you to get the most out of translation services where you need to use them:



Effective practice and views of people on probation:

[The experience of Black, Asian and minority Service Users on Probation - Summary of Service User Views](#)

[HMIP Thematic Inspection Race Equality in Probation](#)

[HMI Probation Inspection follow up - Race Insights Guide](#)

[Effective Practice, Race equality in probation follow-up: A work in progress](#)

How can I respond to race, ethnicity, faith, and culture?

- Ask the person about their faith and religion in a sensitive way.
- Respect that the person is more likely to be able to talk about this in a trusting relationship.
- Support a person's right to practice their religious beliefs across all four pillars of your risk management plan.
- Reflect the protective factors or strengths that a person's heritage, culture or faith creates in their lives in any assessment.
- Plan to increase the support networks associated with a person's culture, faith, or heritage.
- Be available to discuss cultural heritage and identity beyond the induction 'tick box' form.
- Make effective use of translation services.
- Ask about someone's experience of racial or cultural discrimination.
- Improve your understanding by completing learning from the diversity and inclusion learning library.
- Seek out local services or groups with remits to support specific cultures or faiths.
- Consider how licence conditions could disproportionately impact on a person due to their culture or heritage. How can you mitigate against this?



Neurodiverse people

It is estimated that although only 15% of the general population has a neurodiverse condition, as many as half the people in the criminal justice system and 1 in 3 people in prison have a neurodiverse condition.

Neurodiverse people often process information differently. You have a responsibility to adapt your communication style to enable a neurodiverse person equal opportunity to understand (and therefore comply) with their licence conditions and risk management plan. Without consideration of their specific individual needs, someone who is neurodiverse is

more likely to be recalled or make slower progress towards goals such as addressing their offending behaviour.

A prison environment can be particularly distressing from a sensory perspective which can lead to someone receiving more sanctions than a neurotypical person. The stages of sentence that can be anxiety provoking or emotional for any individual can also create heightened difficulty for a neurodiverse person.

It is important not to make assumptions about risk based on someone having difficulties communicating feelings or motivations. It is important that you reflect the protective factors or strengths that the person's neurodiversity creates in their life or could create for them in future.

Types of neurodiversity that could be a feature for someone you are working with include:

- Learning difficulties – Dyslexia, Dyspraxia, Dyscalculia Autism
- Attention deficit (hyperactivity) disorder (AD(H)D)
- Developmental language disorder
- Tic disorders – Tourette's syndrome, Chronic Tic Disorder
- Acquired brain injury (ABI)/traumatic brain injury (TBI)
- Learning disability other examples (including Foetal alcohol spectrum disorder)

You can find out more about the evidence base of why you should adapt your approach for neurodiverse people by reading the [HMIP Neurodiversity Evidence Review 2021](#). The [easy read format](#) is a good example of how complex information can be presented in a more visual way. This NHS learning product can help you to understand more about Neurodiversity in under 10 minutes:



How can I respond to neurodiversity?

- Discuss the person's areas of need and ask about what adjustments they require.
- Ask if they have a diagnosis (understand that neurodiversity may be present but undiagnosed or hidden).
- Think about the environment and journey to your meeting from a sensory perspective, adapt the environment where possible or give time to adjust.
- Agree expectations such as 'its ok to move around the room' or 'ok not to make eye contact'.
- Ask the person how you will know that they have understood. Ask them to tell you in their own words.
- Adapting how you communicate - use different and more visual ways of explaining and writing things, ask the person what they find most helpful.
- Notice what the person responds well to and do more of it.
- Speak slowly and clearly using uncomplicated language.
- Ask one question at a time, break down information into smaller pieces.
- Provide information about what will happen in advance and give them something to take away.
- Look for signs of hidden neurodiversity – nodding or agreeing when they may not understand; appearing disinterested, distracted, or bored, being persistently late or failing to follow instructions.
- Reflect the protective factors or strengths that the person's neurodiversity creates in their life in your assessment.
- Ask whether your region has access to any specialist autism support.



Women

Over half the women in prison report having suffered domestic violence or have experienced emotional, physical, or sexual abuse as a child.

Only half of women left prison with settled accommodation in the year to March 2023.

An estimated 17,000 children are affected by maternal imprisonment every year.

The HMI Prison inspectorate have found that 82% of women they have spoken to in prison report having some kind of mental health issue and that self-harm rates for women in prison are as much as seven times higher than for men. We now understand that women have specific needs including:

- Mental health
- Substance misuse
- Re-settling and rebuilding social contact.
- Managing emotions
- Experiences of trauma
- Developing a pro-social identity
- Improving family contact (including motherhood and caring responsibilities)

The [HMPPS women's team intranet page](#) contains the women's strategy and current information about how we are responding to the specific needs of women. One of the most powerful ways to work with women is through [Trauma-responsive work](#). There is a becoming trauma informed toolkit to help you:



How can I respond to women's needs?

- Ask about any caring responsibilities and how this may impact on appointments.
- Take time to build trust and psychological safety to help the person open-up.
- Start collaborative release planning in advance and be clear about the need to maintain contact.
- Adopt a trauma informed and trauma responsive approach.
- Ask yourself 'what has happened in the past that could be contributing to the behaviours I am seeing?'
- Refer into women's pathway Commissioned Rehabilitative Services (CRS).
- Collaborate with partner agencies.
- Ask yourself what is this behaviour telling me? What could be happening?
- Speak to your regional women's champion for support and advice.
- Assess suitability for the [First Steps](#) approved toolkit.



Young adults

Young adults (18–25-year-olds) make up around 10% of the population of the UK, but in March 2022 accounted for 27% of the people in prison and 18% of the probation caseload.

[Young Adults Evidence Summary](#)

The [HMPPS evidence bite page](#) explains how young adults are still maturing in important ways. This can affect the way they engage with and respond to staff, prison regimes, community sentences and licence conditions, as well as rehabilitative interventions and services.

Research shows that the brain continues to develop after the age of eighteen, reaching maturation at around the age of twenty-five. Changes in the brain in adolescence and young adulthood mean that during this period, younger people are more likely to take risks and seek reward, to prioritise impressing their peers when making decisions in the presence of friends and are more susceptible to peer influence than at any other time in life.

Young adults are much more likely to:

- Re-offend, breach licence conditions or be recalled to prison than their older counterparts.
- Report a worse experience in prison (debt/segregation/staff relationships) or to have lost contact with their family or community links.
- Be at increased risk of a violent or drug related death following release.
- Have additional learning needs, neurodiversity, or experienced disruption to their education.
- Feel stressed or have difficulty managing emotions and impulses.
- Have greater problems understanding other people.
- Experienced recent trauma/impact of adverse childhood experiences.
- Be from a minority ethnic background.
- Have experience of the care system or be intitled to care leaver support.

Key areas to address working with young adults are summarised below and detailed in the [Choices and Changes toolkit](#):

Develop self-sufficiency and independence

Build resistance to peer influence

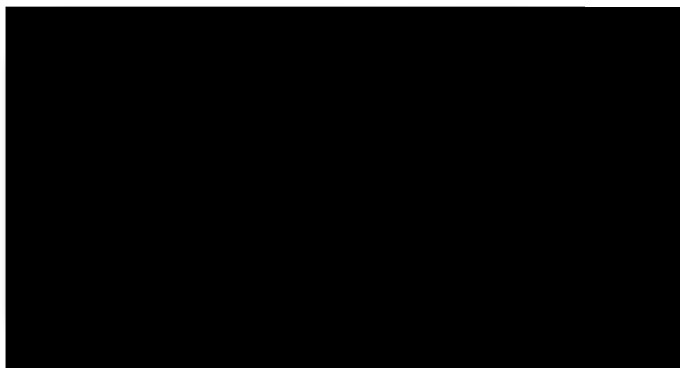
Develop a stable, pro-social identity

Enhance family support

Increase future orientation

Build skills to manage emotions and impulses

The Young Justice Advisors Report from the [transition to adulthood website](#) and the [working with young adults intranet site](#) will help you to get a greater understanding of young adult's experiences of prison and release and reflect on how you can develop your ability to respond to the specific needs of this group. There are also effective practice guides on this website:



How can I respond to young adults?

- Check the maturity assessment (in the OASys summary) to see if a young person you are supervising has maturity needs.
- For young women, undertake a clinical assessment of the above areas.
- Address any identified maturity needs through the sentence plan. This could be via the choices and changes toolkit or through less structured methods.
- Set clear and realistic boundaries, ideally in a collaborative way.
- Check their care leaver status, record this and consider any required interventions.
- Spend time getting to know the person and any individual needs they have.
- Consider the 'how to' advice in relation to other diverse groups the young adult may also belong to.
- Plan shorter more regular sessions.
- Provide easy read information prior to release. The [Through the Gate Guide](#) has been specifically create for young adults leaving prison.
- Familiarise yourself with the [policy framework for young adults](#) where a young person is moving between child and adult services .
- Collaborate and share information with youth offending teams/Youth Offending Institutes (YOI) and existing support networks where relevant.



Indeterminate sentenced people

In 2022 there were nine self-inflicted deaths of IPP prisoners. This is the highest number since the sentence was introduced.

The recalled IPP prison population increased by 11% between June 2022 and June 2023

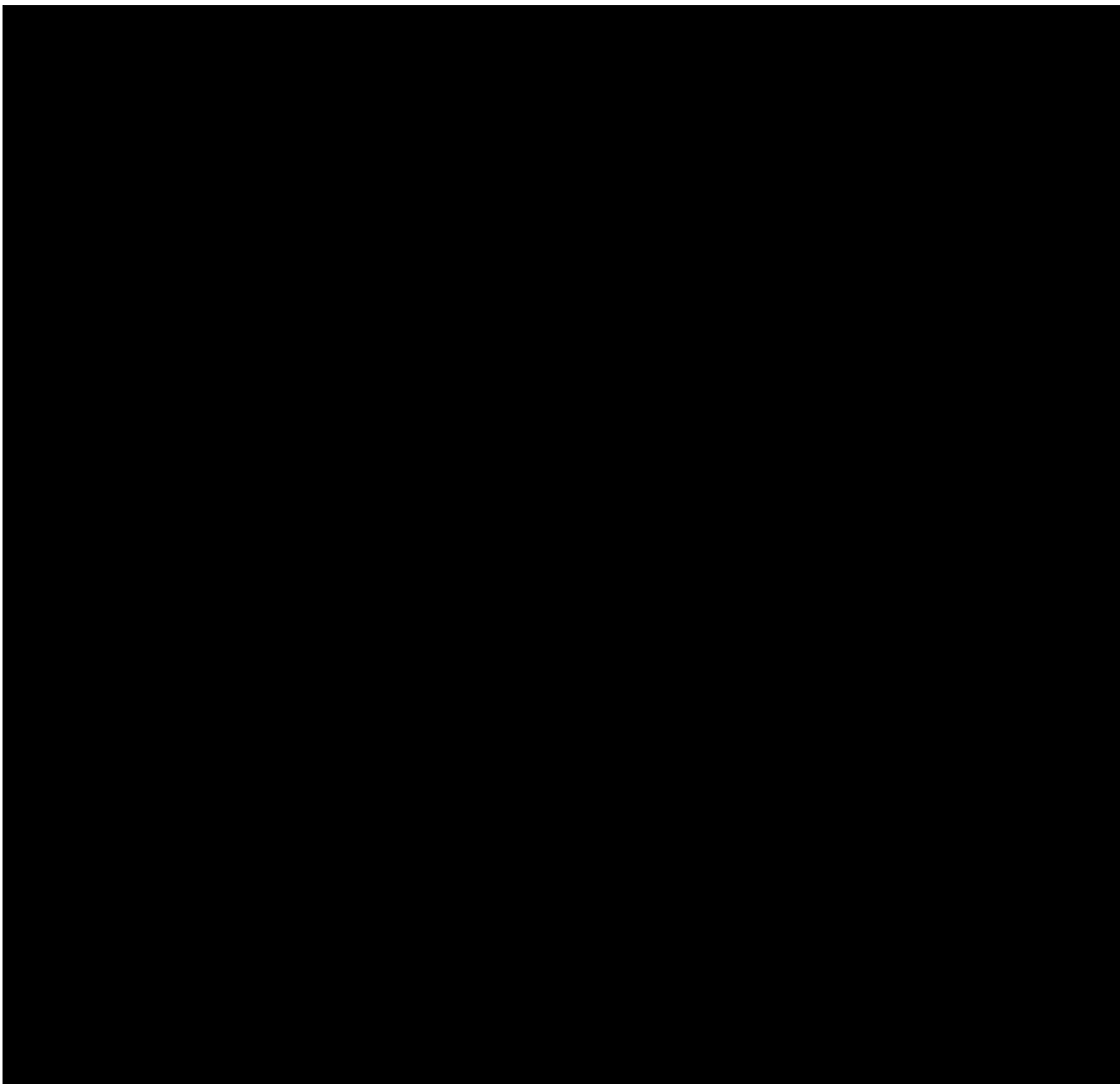
[Prison and Probation Ombudsman - Self-inflicted deaths IPP prisoners](#)

People who are serving indeterminate prison sentences are more likely to experience difficulties coping with the impact of decisions associated with recall or release. Those sentenced to IPP sentences are particularly at risk of feelings of hopelessness and IPP status should be considered a potential risk factor for suicide and self-harm. Parole hearings, recall, prison transfers, re-categorisation and return from open conditions can all be triggers for self-harm or suicide. Communication between community and prison staff is particularly important around these times. Ensuring that when decisions are taken, they are sensitively communicated to the person and the impact of this is closely monitored to keep people safe.

The process for managing risk to self in prison is called [Assessment Care in Custody and Teamwork \(ACCT\)](#) and where you are concerned about a person's risk to themselves following key sentence points or difficult conversations, you must [REDACTED] so that they can monitor the person's risk to themselves. You can report concerns about risk to the prison offender manager (POM) or to the prison's Safer Custody Helpline.

In December 2023, HMIP undertook a [thematic inspection into IPP recall decision making](#). The Probation Service has since published an action plan detailing how we intend to improve this area of Probation practice.





Key stages

Pre-release

“She thinks that I can actually change my life around and she believes in me and that actually makes me believe in myself”.

Becoming someone's ‘responsible officer’

One of the most important things you can do to prepare someone for release is to start to build a relationship with the person you will be supervising and those who are currently working with them, whilst they are still in custody. During this time, the person in prison will really value contact from you, particularly in person. They will also need to know how to contact you. This creates opportunity to ask questions, think about and contribute to the plans for their release. As a result, they are more likely to try to stick to their plan. You will be more able to create a quality strength-based plan which also manages risk to others by spending time getting to know the person, others in their life and their aspirations for the future.

Use the handover meeting as an opportunity to build on the sentence plan and risk management plan, hear about and recognise the person's achievements in custody and motivate and prepare them for the next steps of their sentence. You will also need to plan to address any rehabilitative needs which have not been met during the person's time in custody and how these can be achieved in the community via accredited programmes/structured interventions or other referrals whilst the person is on licence.

Familiarise yourself with the [OMiC Handover Guidance](#) which outlines the key timings and tasks in the pre-release handover phase.

You may find the following links helpful in maintaining contact pre-release:

[How to book a video link meeting with someone in prison](#)

[How to email a person in prison](#)

HMI Probation have produced an effective practice guide to support pre-release stage and a great [infographic](#) which highlights important features of the contract including the perspectives of people on probation:



Setting licence conditions

Every sentenced person leaving prison will be subject to a set of seven licence conditions. As part of the pre-release process, thorough consideration should be given to whether any additional licence conditions are necessary and proportionate to manage the risk of the person on probation.

In deciding upon conditions, ensure that the controls that are in place to manage risk do not prevent the person from developing their 'social capital' and protective factors. You must also consider the impact on any protected characteristics.

The Effective Proposal Framework must be used to inform decisions around imposition of licence conditions. View the [EPF operational policy guidance](#) or view the [EPF practitioners user guide](#). There are also short videos on my learning via this link [EPF briefing videos](#)

For a full list of possible licence conditions and their use consult the [Licence Conditions Policy Framework](#). Work through the 'four pillars of risk management' in the [Risk of Serious Harm Guidance](#) to help you ensure you have selected sufficient conditions to manage the risks.

Where involved you must consult current and future partnerships, formal multi agency arrangements and the victim liaison officer (VLO) before deciding on additional monitoring or controls that are required to protect others. Consider the legality and proportionality of large exclusion zones and any impact on access to services/protective relationships that are required to manage the risks.

It is not mandatory to mirror civil order restrictions in the licence conditions. Any evidence of breaching an existing order can be enforced by the standard 'good behaviour' condition. Consider how licence conditions could enhance or support the terms of any existing order to manage risk. It is essential that licence conditions do not contradict or cause issues for enforcement of any other orders.

Always explain the planned conditions and restrictions clearly to the person in different ways and check that they have understood. Ensure any conditions which could be interpreted differently are clarified. Do not disclose where a VLO has been involved.

Nothing you are aware of in advance should come as a surprise to the person when they are released. The person is much more likely to accept their restrictions if they have time to understand and accept them, know why they will be in place and what the consequences will be if they do not abide by them.

For Standard determinate sentences, the licence should be created using the [Create and Vary a Licence Tool](#).

Home detention curfew (HDC)

If eligible, probation practitioners will receive requests for consideration of approval of HDC during the pre-release period. Applications should be dealt with using Digital Prison Services (DPS). All HDC requests require you to assess the suitability of the address. This includes mandatory domestic abuse and child safeguarding enquiries in line with the [practitioner guidance](#). View the full [HDC process map](#) and [Electronic Monitoring pages](#) on Equip for more information.

Release on temporary licence (ROTL)

ROTLs can be a valuable part of supporting someone to make connections in the area they will be living on release and can be particularly helpful for people who have spent a long time in prison. When considering an AP placement as part of the ROTL process it is important to be specific about the role of the AP in supporting risk management. If the person has had successful periods of regular ROTLs to AP, consider whether permanent residence there on release is still needed. Have they demonstrated achievement of the original intended aims of an AP stay? When you are working with someone who is ineligible for ROTL you may find the [Alternatives to ROTL Guidance](#) and the [ROTL Policy Framework](#) helpful.

Accommodation and Approved Premises (AP)

The pressure on housing supply and on local authority budgets continues to have an impact on the availability of suitable housing on release from custody. Prior to release on licence, you should explore the suitability of any possible accommodation.

Where there is no suitable address which supports the management of risk and someone will be homeless or at risk of homelessness within the next 56 days, under the Homelessness Reduction Act 2017, you have a '[duty to refer](#)' (England). (The process in Wales is called 'application for help'). You need to gain the person's consent to be able to do this.

Where men are assessed as high or very high risk of serious harm or women are assessed as medium or higher risk of serious harm, consideration can be given to whether an Approved Premises (APs) is required to enhance risk management on release. Places are always time-limited (usually 3-6 months) but can assist in the active risk management

for people who have complex needs. A psychologically informed planned environment (PIPE) may be required and should be considered a stepping-stone for people who are on the personality disorder pathway. The parole board or MAPPA may direct AP placement.

Referrals to AP should be completed at least six months prior to release or earlier if the person is subject to parole board decisions. The OASys should reflect the reasons why an AP will enhance risk management. You should also include the intended move on arrangements and how the purposeful activity at the AP links to rehabilitation.

If a referral is accepted, talk to the person about what this will mean and introduce any allocated AP staff member in this discussion. Where a psychological formulation has been completed, share this with the AP and keyworker.

View the [AP referral process](#) relevant to your region on Equip

Assess and address risk to self

During the pre-release stage it is important to understand the nature of the risk the person presents to themselves in the lead up to release and immediately upon release. You need to collaborate closely with staff in prison to understand and plan the through the gate support that the person may need such as access to medication. Where an ACCT has been open within 12 months of release, the Offender Management Unit must share details of this information with the responsible officer in the community. Where you have been unable to secure accommodation for release, the person may be at increased risk to themselves. If the person has difficulties with drug misuse, there is a raised risk associated with release here suitable accommodation has not been found.



Release and induction

‘My brain is mashed at this point; I am still trying to recall what was told to me as I was going through the gate. Then she is going through explaining the conditions again, what is going to happen, and my only takeaway was to be home for when they come and fit the tag. I know she went through everything, but my brain just wasn’t taking it in.’

Voice of person released on licence.

Induction sessions

Good induction sessions are vital after release from custody. This must include a thorough and responsive explanation of expectations and requirements that can easily be understood by the person. The neurodiversity section of this guidance contains tips which might also help you better respond to the emotions and behaviours you may notice in someone after being released from prison.

An important starting point is to discuss and acknowledge the feelings of the person who has been released. They may be overwhelmed by their release and journey to the office or preoccupied with immediate priorities and influences. By focussing on their wellbeing in the first meeting you are more likely to be able to identify where they may need support. You will also be better able to understand whether there are any barriers to understanding the requirements of their licence and how much emphasis you may need to give to re-visiting this in later sessions.

It is best practice for induction sessions to be completed by the responsible probation practitioner. This helps to build the relationship and trust between you. Where this is not possible, make it clear that you want to understand the person's individual circumstances and have communicated where possible with someone who has worked with them to build trust in our service. Make sure they know who to contact.

The full inductions packs, including variations for different learning needs and languages can be found in the [induction equip pages](#). Consult the [community sentence management policy framework](#) and [blended supervision model guidance](#) for support with deciding on appropriate levels of contact.

HMI Probation have produced an effective practice guide to support you in developing your practice with someone in the post-release stage of their sentence:



How to improve outcomes at induction meetings

- Check in with the person and decide together on immediate priorities.
- Use the equality information form to create a conversation about individual needs.
- Adjust the plan to better respond to identified needs and individual priorities.
- Ask about any changes which may present identifiable risks and act on the information to keep people safe.
- Explain the licence conditions and how decisions will be made about enforcement. Do this more than once if you suspect emotions may have been a barrier to the person hearing what has been said.
- Remind the person about the terms of any civil orders to which they are subject.
- Provide a copy to take away in a format that the person understands.
- Agree the level and nature of contact and keep this under review.
- Provide your contact details and discuss who else they can contact for support.
- Select and begin completion of the relevant induction pack.
- Explain what will happen next.

Managing immediate risks

You must pay attention to the management of immediate risks. There may be changes to the intended plan which require you to act. Ask about people the person will have contact with (and who they live with). You need to act to protect people where you identify a safeguarding need - beyond recording the identified risk. Where the person has drug use issues, history of self-harm or difficulties managing strong emotions, you will also need to discuss how to manage any risk to themselves in the coming days between your sessions.



Responding to changes in the community

‘The culture shock of coming out of prison – they (probation practitioners) need to be very aware of that and how difficult the transition is. An understanding of that would be good. To understand that you are not going to have it together straight away and it will take time.’

Voice of person released on licence.

Reviewing the risk management plan (RMP)

At any point, you will notice changes which will influence your thinking about risk and how you need to respond. Investigating information, being professionally curious, reflecting and seeking management oversight will help you to consider the implications for your assessment and risk management. Discussing the changes and how you could respond to them with the person on probation could enable you to successfully continue to work together in the community.

Use your contingency plan to consider the information or observed change.

- What have you learned? What is the change? How significant is this? Does it signify an increase in risk? Does it indicate that the [recall threshold](#) has been met? Can the change be managed in the community? Can you implement anything in your contingency plan to manage the risk? How could you strengthen the existing risk management plan or contingency plan? (See below). Will the case need re-allocating?

Consider how to strengthen each pillar in your Risk Management Plan

- **Supervision** - Has there been a decrease in motivation? How could I change my approach? What are the underlying issues? How often do I (or others) need to meet with the person? How well do I know the person? what difference can be achieved through supervision? How would a licence compliance letter help? How can I be sure the person has understood the expectations? How might a MAPPA/MARAC help? Is IOM a suitable option?
- **Monitoring and control** – what can partnership agencies do to assist? Are there any licence conditions that could be reinstated? What variation can be made to the licence conditions? What additional conditions could be added?
- **Interventions** – what programmes referrals are in place? How are they progressing? What Commissioned Rehabilitative Services might help? How can I change the sequencing of interventions? How can the social support be increased? What faith or charitable organisations might support?
- **Victim Safety Planning** - What agencies can support with this? Is a safeguarding referral required? Would any additional licence conditions support protection of an identified victim? Does contact need to be made with anyone deemed at risk?

Maintaining accommodation

Where the person has secure appropriate housing, you must support them to maintain it where possible. Where someone has lost their accommodation, you will need to consider how the risk is still manageable in the community with additional support around accommodation. Where you are working with someone who is residing in an Approved Premises, maintain regular (minimum monthly) contact and three-way meetings with the key worker and person on licence.

How to support someone to maintain housing:

- Consider a CRS referral improve support or help manage risks.
- Explore and address barriers preventing someone from maintaining their tenancy (e.g., independent living skills, finance, or budgeting).
- Get to know the person's support network to identify and secure the right type of housing.
- Consider how a home visit might help.
- Ask managers about what temporary support could be offered locally by the Probation Service for a limited period?
- Make a referral to the local homeless person's unit.
- If the person is at immediate risk of recall due to a loss of accommodation, they could meet the criteria for a [Community Accommodation Service Tier 2](#) referral which may offer a housing solution for a maximum of 12 weeks.

Becoming homeless

When a person does not have their basic needs met it can be difficult for them to comply with the conditions of their licence such as engaging with agencies and attending appointments. You must adopt a flexible approach and maintain clear boundaries. Do not recall someone because they become homeless if you can find a way of safely managing the risk in the community.

How to maintain contact if someone becomes homeless:

Establish a point of contact - identify a reliable third party who could help you maintain contact with the person. Formal agreement should be sought from the third party and risk assessments should be made. Point of contact can place the identified person in a position of authority therefore the person identified should not be perceived to be vulnerable or collusive. The identified person could be a family member, friend, or a named professional.

Actively promote existing positive relationships with family members, friends and third sector agencies. Addresses/contact details should be recorded.

Gather information about their living situation every time. Identify regular areas that they sleep or night shelters that they use. Record regularly used addresses and the people or associations at these addresses. Act where you identify any risk.

Use phone and email contact. People can often charge their phone in public locations.

Email address via public computer. Access to computers is available at libraries and now at some homeless drop-in centres. Explore these options based on the person's living situation and record the email address/ location of the computer access.

Consistent appointments - set up consistent appointments where you arrange to meet the individual on the same day at the same time each week, ideally in a location that is easy for them to get to.

Provide written copies of any information provided verbally or electronically if they have difficulty accessing the internet.

Communicating about licence breach

Where any type of breach has occurred, it is best practice to hold a conversation with the person on probation about the nature and consequences of the breach. It is important to follow the procedural justice principles and to pay extra attention to how you communicate to make sure the person understands what has been said. Encourage openness about emotions and acknowledge them whilst clearly outlining which elements of the person's behaviour were acceptable and which were not. You can have a genuine collaboration by discussing what has gone wrong and how you can work together to move things forward during the licence period.

Record details of your conversation (do not use NDelius 'breach action' contact types for licence compliance as these are reserved for Community Orders, Suspended Sentence

Orders and Post Sentence Supervision). Provided you assess that the risk is manageable in the community, and you are not considering recall action, your conversation should be confirmed in writing using the standard 'compliance improvement' letter.

Temporary departure from a licence condition

There may be times when you assess that it is appropriate and defensible to grant a person permission to temporarily depart from a licence condition. An example of this might be to temporarily enter an exclusion zone. This decision should be in exceptional circumstances and requires management oversight. Any temporary departure should be recorded on NDelius with a clear rationale and confirmed in writing. This process is separate to licence variation which relates to the formal removal or addition of a condition.

It is important to discuss with the victim liaison officer (VLO), any implications that proposed changes may have on the safety of the victim or their families.

Varying licence conditions

You may decide that additional licence conditions are required to manage the risk in the community. You should discuss any changes to the licence with the person and clearly explain why they are required. Any Bespoke licence conditions will need to be approved by PPCS. Use the procedural justice principles to make sure the person has opportunity to ask questions and express their view. Best practice is to also provide details of the changes in writing. The process for applying for variation differs depending on the type of licence the individual is subject to and the type of request. There is a range of additional guidance on EQuIP including processes and recording requirements for different types of [Licence Variation](#).



When to consider recall

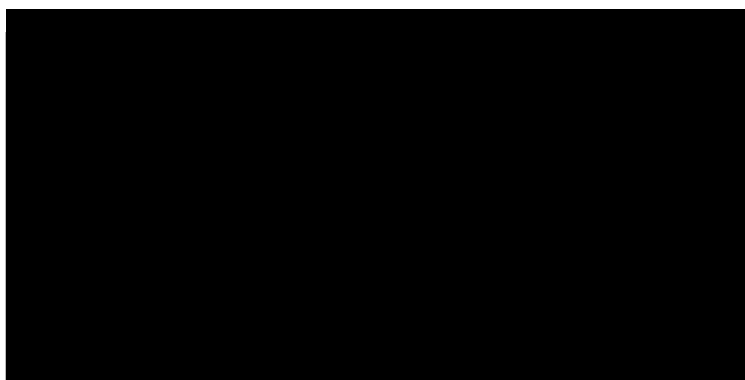
If you are uncertain whether the risk is still manageable in the community, you must undertake the process of ‘considering a recall’.

The decision to remove someone's liberty and return them to prison out of a duty to protect the public carries huge responsibility and has wide ranging impact. It can be a complex and emotive decision and it is important to slow down the thinking process to reduce the impact of bias.

The ‘Consider a Recall’ service.

This service has been implemented to improve consistency in recall practice and recording of decision making throughout England and Wales. The service is designed to make the process of deciding whether to recall someone to prison easier, less time-consuming, and more reliable, consistent, and defensible.

The Consider a Recall service must be used for all recall decisions, including those made out of hours. However, if the individual has already been arrested by the police before the out-of-hours recall is processed, the Consider a Recall service cannot be used.



All recall considerations where the recall threshold has been met must result in one of two outcomes:

- **Decision not to recall – completion and sending a decision not to recall letter.**

- **Decision to recall – completion and submitting of Part A Recall Report**

You can find details on the Consider a Recall Service via the [Recall Equip Pages](#) and the intranet [Consider a Recall](#)



When you must recall

If the individual's risk has escalated to the level where even by imposing additional licence conditions or controls you will be unable to protect the public properly, then you MUST recall the person to custody.



Recall decision making

Understanding recall thresholds

All people subject to determinate, extended and indeterminate sentences who are released on licenced supervision are liable to be returned to custody by the Secretary of State when the Probation Service decides that the risk is no longer manageable in the community. The Public Protection Casework Section (PPCS) will decide on behalf of the Secretary of State whether to authorise recall.

Establishing whether the recall threshold has been met is an essential element of recall decision making. You need to have a proficient level of knowledge & understanding about the thresholds for different sentence types. These are summarised below and fully detailed in the [Recall, Review and Re-release of Recalled Prisoners Policy Framework](#). The recall threshold can be met without a person having breached a specific licence condition. If you are unsure whether the changes have met the threshold for recall you can call PPCS:

██████████ (London, EoE, KSS, SC, SW, Wales) ██████████ NE, NW, GM, WM, Yath)

Recall Threshold

You must consider recalling someone where one or more of the following occurs:

- They have breached a specific condition of their licence.
- The behaviour being exhibited, or their change in circumstances, means that the risk posed is assessed as no longer safely manageable in the community.
- Where contact between the COM/probation practitioner and the individual has broken down.

Recall threshold for Indeterminate and Extended Sentences:

You need to demonstrate a 'causal link' between the current behaviour and/or circumstances that were exhibited at the time of the index offence. There must also be evidence of increased risk of harm to the public and at least one of the below criteria is met:

- Exhibits behaviour similar to behaviour surrounding the circumstances of the index offence.
- Exhibits behaviour likely to give rise (or does give rise) to a sexual or violent offence.
- Exhibits behaviour associated with the commission of a sexual or violent offence.
- Is out of touch with the COM/probation practitioner and the assumption can be made that any of the above may arise.

Where the individual's circumstances have changed, you must assess whether the risk is no longer safely manageable in the community in line with the above test.

Allegations of further offending

Where there has been further or alleged offending or where a person is actively thinking about re-offending, a recall must be considered. **There is no requirement to await the outcome of police investigations or for the person to be charged if you are satisfied that the *reported* behaviour meets the recall threshold.** Conversely, where the individual has been arrested or remanded this does not automatically mean a recall *must* be instigated. The decision whether to initiate recall remains a professional judgement regarding the risk the individual poses and how this can be managed in the community. Where you are awaiting the outcome of investigations, it is important to provide details about the allegations, relevant dates and what stage the investigation has reached in the Part A report, and further updates within the [Part B/C report](#) or **Recall Upgrade Request Form** for those on a fixed term recall where new information is received post recall that the prisoner has been charged with a further offence, is now MAPPA Level 2 or 3 or Category 4 or poses a national security risk.

Where you are providing details that are sensitive and should be withheld it is important to follow the [handling sensitive information framework](#).

Understanding recall types

Since 2024, and continuing into 2026, there have been significant changes to standard recall arrangements. These changes mean that more people are now automatically subject to Fixed Term Recall.

Under the Sentencing Bill, a 56-day Fixed Term Recall (FTR56) now applies to the majority of adults serving a Standard Determinate Sentence (SDS), unless they meet specific exclusion criteria (see below). With the exception of those serving certain Youth Sentences, this replaces the previous 14- and 28-day fixed recall periods and applies regardless of sentence length.

The link to the FTR56 Operational Guidance will go live at the end of March 2026. [REDACTED]

[REDACTED]

[REDACTED]

SDS recalled cases will be mandated to receive a 56-day FTR unless they meet any of the following exclusion criteria:

- Managed at MAPPA level 2 or 3 at the point of recall.
- Recalled on account of being charged with an offence
- Repatriated to the UK following a sentence for murder
- Are MAPPA category 4
- At risk of involvement in foreign power threat activity i.e. poses a national security risk
- Are serving a sentence for a terrorist or national security offence
- Are serving Indeterminate, Life or Extended sentences.
- Are serving Sentences of Particular Concern (SOPC)
- Are serving only youth sentences.
- Are serving a sentence to which the release provisions of the Criminal Justice Act 1991 or 1967 apply

Cases that meet the exclusion criteria at the point of recall are automatically converted to a standard recall.

Conversion from FTR to Standard Recall

There are two routes by which a **recalled prisoner who does not initially meet the exclusions** can **be converted to a Standard Recall**:

- Where '**new information**' is received, during the recall period, that the prisoner has now been charged with a further offence, is now MAPPA Level 2 or 3 or Category 4 or poses a national security risk:
- via a new power the '**Significant Risk Test**' which determines that a prisoner is not suitable for automatic release where it can be evidenced that they meet the Significant Risk test criteria and threshold. **This test is intended to be used only in exceptional circumstances.**

New Information following an FTR

- If new information is received post recall that the prisoner has been charged with a further offence, is now MAPPA Level 2 or 3 or Category 4 or poses a national security risk a '**Recall Upgrade Request Form**' should be submitted to PPCS to inform them. PPCS will then determine the recall type.
- A new nDelius contact entry has been created in which the request form has been embedded. Once completed this will email directly from nDelius to PPCS.

Collaborative decision making responsibilities

To guard against bias and ensure defensible decision making, all decisions must be taken collaboratively following discussion between probation staff at different grades. Accurate

recording of both the decision and how it has been reached is vital. The Probation Service needs to demonstrate accountability for our recall decision making given the impact of our decisions directly affects both public safety and removing someone's liberty.

Taking time to thoroughly record how decisions are made will assist you and your colleagues in the future when you may be required to provide evidence to the Parole Board, individual or another third party.

Recall decisions should always be:

- Based on individual circumstances, including protected characteristics.
 - Collaborative between practitioners and managers.
 - Made in line with the thresholds and [policy framework](#).
 - Prompt and within the [timescales](#) laid out in this guidance.
- Endorsed by a Head of Service (or by delegation to at least a Band 6 registered Probation Officer)

You should always:

- Gather and analyse all available evidence.
- Discuss with your manager how the risk to the public can be managed in the community.
- Thoroughly consider the alternatives to recall.
- Record your thinking and rationale.
- Use the consider a recall service .

There are responsibilities specific to each job role as outlined below:

Probation practitioner responsibilities:

- Identifying and acting on risk escalation concerns.
- Understanding [recall thresholds](#) and when they have been met.
- Gathering and presenting relevant information and evidence to managers.
- Initiating a recall consideration discussion swiftly with the Senior Probation Officer (SPO).
- Completing a Part A report for decisions to recall or a 'decision not to recall letter' using the standard templates or the consider a recall service.
- Providing any additional licence conditions for fixed term recalls using the EPF2 tool.
- Reviewing OASys (risk of serious harm, risk management plan (RMP) and contingency plan and sharing with relevant agencies.
- Contacting the VLO - recorded as a sensitive contact in line with the [recording VLO Liaison guidance](#).
- Updating NDelius registrations.
- Once PPCS authorises the recall, practitioners must share any new information with the police that could help locate and safely arrest the offender.
- Where appropriate, update PPCS post recall if circumstances change and prisoners become unsuitable for an FTR and require conversion to a standard recall.
- Decide in collaboration with your SPO whether to inform the offender about the recall

SPO responsibilities:

- Facilitating a reflective discussion to determine whether the risk can be safely managed in the community.
- The decision to initiate the recall process where risk cannot be safely managed.
- Discussing this decision with the Head of Service.
- Recording a management oversight contact 'decision to recall' or decision not to recall' on NDelius or within the Consider a Recall service. This entry must describe the rationale for the decision including details of why the risk is no longer manageable in the community/how it will be managed. Include any specific licence conditions that have been breached and any actions that have been agreed, including timescales and additional measures.

Head of Service responsibilities:

- Endorsing all decisions to initiate recall action by signing the Part A.
- Endorsing as a minimum any **second or subsequent decisions not to recall** during the current licence period.
- Endorsing any decisions not to recall where a fixed term recall will increase the risk of serious harm.
- Check that the eligibility for a fixed term recall section is accurately completed on the Consider a Recall tool before signing off.
- Recording a management oversight contact where they have been involved in the decision.

Timeliness of decision making

During consideration of a recall, practitioners and managers must act in a timely way to ensure protection of the public. Where the recall consideration is because of difficulties with licence compliance over time, it is important that you discuss this with an SPO as quickly as possible.

Following a recall consideration discussion with the SPO, if further information is required to inform a decision, **you must source this promptly and no later than one working day after the initial discussion.**

The Part A report must be completed and submitted to PPCS within 24 hours of the SPO agreeing to initiate the recall.

PPCS will then have 24 hours to ensure that the documentation provides sufficient evidence and justification for recall, decide on the type of recall, and authorise the revocation of the licence.

Emergency recall

Emergency recall is not a type of recall in itself. The [emergency recall process](#) must be followed where recall is required and enforcement action needs to be taken and the below **criteria is met**. A discussion must take place with PPCS prior to submitting the Part A. **A direct telephone number must be provided to enable PPCS to speak to a practitioner or manager involved in initiating the recall request.**

The Part A must be completed and submitted to PPCS within 24 hours of the SPO agreeing to initiate the recall.

PPCS will then have **2 hours** to ensure that the documentation provides sufficient evidence and justification for recall and to issue the revocation order.

Emergency recall must be followed when the person on licence is:

- Assessed as presenting an imminent risk of serious harm or risk of re-offending.
- Subject to an indeterminate sentence.
- Subject to MAPPA Level 3 arrangements.
- Classed as a Critical Public Protection Case (CPPC).

Out of hours

Where the criteria for an **emergency recall is met (please refer to the criteria above)** and this occurs between 5pm and 9am (or during a weekend or bank holiday), the [emergency recall](#) out of hours process must be followed. Probation Service staff must contact PPCS via the designated telephone number: [REDACTED] The out of hours manager must record this on NDelius and email the probation practitioner. **The recall paperwork must be submitted the following working day.** The consider a recall service is extended to include out of hours recalls for those who have **not been arrested** prior to the recall being processed.

Communicating a decision not to recall

As with breaches of licence, the way in which you communicate a decision not to recall can have a positive impact on able the person is to understand and respond to the changes in place to manage the risk moving forward. All decisions not to recall should be communicated in person as both the decision and agreed actions may need further explanation and discussion. The conversation should be followed up with a decision not to recall letter using the standard template. The letter has been designed to ensure that decisions are properly explained in writing and should reflect the person's view following the discussion.



Return to custody following recall

"I would just like to not be forgotten."

Research has demonstrated the considerable impact that recall can have on people. Following recall, it is important you establish contact with the prisoner. For many prisoners this may be the first contact with the Probation Service since they have been returned to

custody. This contact will provide a 3-fold benefit of helping strengthening your working relationship, allow you opportunity to address any questions or concerns the prisoner may have and fulfil obligations when completing the Part B recall report, (which will only be accepted by PPCS if contact has been made or the prisoner has **refused** to engage in a meeting/visit or they are in segregation.) PPCS will provide recalled people with the reasons for their recall and copies of the documentation. It is important to take the time to provide further explanation, in a way that is accessible to help the person come to terms with their return to prison. Be aware of how legal terminology and language might make it more difficult for the person to understand and be mindful of neurodiversity factors.

It is possible your working relationship with the person will have been impacted by the emotions they experience after recall. Acknowledging and empathising with the emotions that the person experiences is a great starting point. There is an increased risk of self-harm following recall, particularly for indeterminate sentenced people who often experience a loss of hope for the future.

It is important to try to re-build your relationship and the person's trust in the probation service to give them the best chance of success in future.

How to respond following recall:

- Provide clear information about the decision to the person and their POM so they can continue to provide clarity about the decision to recall.
- Have frequent and clear communication and interaction.
- Ensure the person knows how to contact you.
- Invest effort into develop your working relationship.
- Create chances for the person to succeed.
- Collaborative working with others supporting the person. This includes attending a meeting with the POM and person in prison within 10 days of their return to custody.
- Instilling hope for the future.
- Recognise the progress the person has made both verbally and in written reviews.
- Reinforce and maintain progress towards future goals.
- Provide details of any ongoing civil orders to the Offender Management Unit.
- Monitor (alongside others) the person's risk to themselves following recall and provide support to someone posing a risk to themselves.

Preparing a Part B report

It is essential to monitor and engage with someone after their recall to support them in working towards safe re-release as soon as possible. PPCS will refer all eligible cases to the parole board within 28 days of return to custody and you will be required to provide a

Part B report to inform this assessment within 15 calendar days of return to custody. Where you would like PPCS to consider the case for release, this should be requested as part of the covering email to PPCS.

Preparing your Part B report:

- You must have direct contact with the recalled person to inform your report. Any discussions with the recalled person must be reflected within your Part B report.
- Liaison with the POM is important to gain a full picture from all the departments in the prison including security, healthcare, education and interventions.
- Contact the VLO as any victims have a right to provide a written statement.
- Include any details PPCS may need to assess suitability for re-release,

Consult the [Parole and Recall Dossier Quality Principles](#) document and the [Working with Recalled Prisoners Best Practice Guide](#). The [Part B Equip Page](#) provides details of the full process. There is specific [guidance on giving an opinion](#) and on what contact is required [Submission of Part B C - Contact with Prisoner](#) available on Equip.



Risk-assessed recall review

“How does my outside probation do a report on me without ever talking to me or seeing me?!”

People recalled to prison should only remain in custody where the risk of serious harm cannot be safely managed in the community.

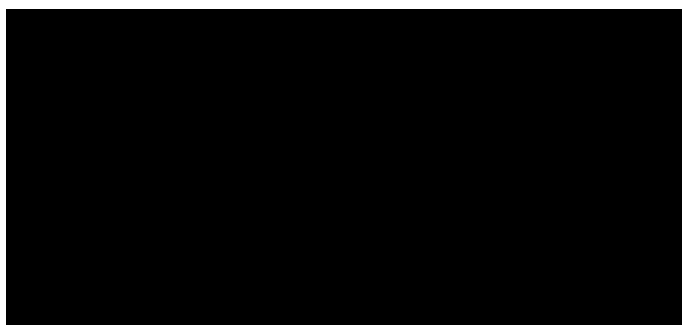
Risk Assessed Recall Review (RARR) allows PPCS, on behalf of the Secretary of State, to authorise re-release without referral to the Parole Board for individuals recalled under **standard recall**, including those serving **Standard Determinate Sentences (including EDS)**, **IPP/DPP** and **extended sentences**.

RARR may also be used for individuals who were **recalled under a standard recall and later converted to a 56-day Fixed Term Recall (FTR56)** as part of transitional arrangements. RARR does **not** apply to cases recalled as FTR56 from the outset.

PPCS must be satisfied that the individual's risk can be safely managed in the community and may request you complete a Part C report to inform this decision. In the case of an offender serving an IPP Sentence, only the Public Protection Group Director or someone more senior may approve RARR re-release

Regardless of any request from PPCS, where positive changes have taken place such as accommodation becoming available or completion of a programme in prison, discuss these with the person on probation and the POM to understand their implications for re-release options. Contact the VLO and complete a revised risk assessment and RMP. If you assess that the person's risk can now be managed in the community, a risk assessed re-release should always be considered. For Determined sentences (including extended determinates and SOPC) you are required to complete an up-to-date Part B or Part C. For IPP/DPP sentences an up-to-date Part B or Part C is required for those managed under the recall review process or an Updated PAROM/PAROM Addendum for those being managed under the Generic Parole Process. You are required to submit these reports to PPCS indicating in your email that risk can now safely be managed in the community.

The video below offers insight from the perspective of a parole board member about the importance of the Probation practitioner's report during a parole review.



You may also find it useful to read the [HMPPS and Parole Board: operational protocol for parole and recall cases](#). This document details the responsibilities of each agency in relation to the parole process.



To provide feedback to support continuous improvement of this guidance please click on this link: 



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