**HMP Ford**

Family and Significant Others Strategy

2024-2025

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**Translation Notice**

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| English | ***Family and Significant Others Strategy***  **This information can be translated upon request. Please ask a member of staff for assistance.** |
| Albanian | ***Strategjia e familjes dhe të tjerëve të rëndësishëm***  **Ky informacion mund të përkthehet sipas kërkesës. Ju lutemi kërkoni një anëtar të stafit për ndihmë.** |
| Polish | ***Strategia rodziny i bliskich***  **Informacje te mogą być tłumaczone na życzenie. Poproś o pomoc pracownika.** |
| Italian | **Strategia per la famiglia e le persone significative**  **Queste informazioni possono essere tradotte su richiesta. Si prega di chiedere assistenza a un membro del personale.** |
| Urdu | **خاندانی اور اہم دوسروں کی حکمت عملی**  **درخواست پر اس معلومات کا ترجمہ کیا جا سکتا ہے۔ برائے مہربانی**  **عملے کے کسی رکن سے مدد طلب کریں۔** |
| Tamil | **குடும்பம் மற்றும் குறிப்பிடத்தக்க மற்றவர்கள் உத்தி**  **இந்த தகவலை வேண்டுகோளின் பேரில் மொழிபெயர்க்கலாம். தயவுசெய்து ஊழியர்களின் ஒரு உறுப்பினரிடம் உதவி கேட்கவும்.** |
| French | ***Stratégie pour la famille et les proches***  **Ces informations peuvent être traduites sur demande. Veuillez demander de l'aide à un membre du personnel.** |
| Spanish | ***Estrategia familiar y otras significativas***  **Esta información se puede traducir bajo petición. Por favor, pida ayuda a un miembro del personal.** |
| Hindi | **परिवार और महत्वपूर्ण अन्य रणनीति**  **anurodh par is jaanakaaree ka anuvaad kiya ja sakata hai. krpaya sahaayata ke lie staaph ke ek sadasy se poochhen.** |
| Arabic | **استراتيجية الأسرة والأشخاص المهمين**  **yumkin tarjamat hadhih almaelumat eind altalabi. yurjaa talab almusaeadat min 'ahad 'aeda' fariq aleumli.** |
| Somali | ***Qoyska iyo Istaraatiijiyada Kale ee Muhiimka ah***  **Macluumaadkan waa la turjumi karaa marka la codsado. Fadlan caawimo ka codso xubin shaqaalaha ah.** |
| German | ***Strategie für Familie und Lebensgefährten***  **Diese Informationen können auf Anfrage übersetzt werden. Bitten Sie einen Mitarbeiter um Hilfe** |
| Greek | ***Στρατηγική οικογένειας και σημαντικών άλλων***  **Αυτές οι πληροφορίες μπορούν να μεταφραστούν κατόπιν αιτήματος. Ζητήστε βοήθεια από ένα μέλος του προσωπικού.** |
| Afrikaans | ***Familie en Belangrike Ander Strategie***  **Hierdie inligting kan op aanvraag vertaal word. Vra 'n personeellid om hulp.** |
| Punjabi | ***ਪਰਿਵਾਰ ਅਤੇ ਮਹੱਤਵਪੂਰਨ ਦੂਜਿਆਂ ਲਈ ਰਣਨੀਤੀ***  **Bēnatī'tē isa jāṇakārī dā anuvāda kītā jā sakadā hai. Kirapā karakē saṭāpha dē kisē maimbara nū sahā'itā la'ī kahō.** |
| Portuguese | ***Estratégia para a Família e Outras Pessoas Significativas***  **Essas informações podem ser traduzidas mediante solicitação. Peça ajuda a um membro da equipe** |
| Gujerati | ***કુટુંબ અને મહત્વપૂર્ણ અન્ય વ્યૂહરચના***  **Vinantī para ā māhitīnō anuvāda karī śakāya chē. Kr̥pā karīnē sṭāphanā sabhyanē sahāya māṭē pūchō.** |

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**Introduction**

This strategy has been developed following Lord Farmers report ‘The importance of strengthening prisoner’s family ties to prevent re-offending and reduce intergenerational crime. It contains what HMP Ford currently delivers, what we are striving to achieve moving forwards, and how we will measure our success and review our performance. This policy is a live and dynamic strategy that will evolve as we continue as a community to innovate and look at introducing the best of current practices from across the estate.

Maintaining family relationships is paramount in achieving a reduction in re-offending.

HMP Ford is committed to the fostering of good family relationships and the maintenance of existing relationships, to aid the resettlement of prisoners*.* HMP Ford is striving to develop a community whereby we all- staff, prisoners, and their families- work with each other in partnership to help improve safety, reduce reoffending, and reduce the risk of intergenerational crime. We will continue with a community-based approach to strive to develop our services even further; delivering first class work to assist our men to develop meaningful and constructive relationships with their family or significant other.

**What is the impact of imprisonment on prisoners’ families?**

The primary purpose of a prison sentence is to punish the offender. However, given practical, financial, social, and emotional effects of imprisonment, a prison sentence can also have punitive consequences for families; the prison aims to provide a framework that enables positive outcomes and interactions for children and their families.

Since every family is different (including who is considered to be part of a ‘family’), the impact of imprisonment is different for every family. Yet, research suggests that there are some common experiences.

Over 10 million children in the world have a parent in prison and Action for Prisoners Families estimates that in the United Kingdom approximately 200,000 childrenhave a parent sent to prison each year.

The children of prisoners are 3 times more likely to take part in anti-social and delinquent behaviour. Imprisonment can result in reduced family income, home and school moves, disrupted relationships, stigma and decreased social support. Each year in the United Kingdom more children are affected by parental imprisonment than by divorce. It is estimated that 65% of boys who have a father in prison will go onto offend themselves. This research shows that offending can be catastrophic to families and children, who are also being punished along with their parent (Action for Prisoners Families).

**Why focus on Children and Families?**

Supportive families are a great resource for prisoners, and they often play a vital role in helping an individual move away from crime. A supportive family can also provide effective protective factors for prisoners at risk of suicide and self-harm. Having a stable family to return to on release, can also encourage prisoners to engage in sentence planning interventions and maintain positive behaviour whilst in custody.

Research on desistance from crime, also suggests that positive family ties can have an encouraging effect on the rehabilitation of offenders. Prisoners who had not received visits whilst in prison were 39% more likely to re-offend, compared to those prisoners who had received visits from family members (Action for Prisoners Families).

HMP Ford does however recognise that not all family relationships are positive and that maintaining family ties may not always be appropriate due to the risk of harm that prisoner poses to the family. Family members maybe either the direct or indirect victims of the prisoner’s offence, for example domestic abuse. These individuals have the right to be protected from the perpetrators and in cases, permission will be sought from the victim and any relevant partner agencies before any contact is made; these principals are enshrined in the current local public protection policy.

**The Aims**

The aim of this strategy is to encourage the men to maintain good relationships and re-establish ties with their family and friends in an environment that is safe and decent. Maintaining social contacts is a fundamental part of prisoner’s time in custody, and this contact is proven to assist both rehabilitation and reintegration into the community. Putting family at the core of our business as such, HMP Ford will achieve Lord Farmer’s objective by having our own HMP Ford Family Offer.

At HMP Ford we aim to ensure the interests of prisoners, and their families are addressed through:

* Helping to maintain family ties, where appropriate.
* Improving parenting skills of prisoners.
* Provide and advice and guidance to families and prisoners.
* Developing a family friendly focus in prisons and through our visitor centre.
* Involving the family in Resettlement decisions when appropriate.
* Threading the Children and Families pathway through all of the Resettlement pathways.

HMP Ford’s Family Offer

* Visitors Reception centre and Domestic Visits
* Maintaining family ties ROTL
* Extended visits
* Working in Partnership
* Contract Management
* Family Learning
* Safer Custody
* Care Leavers

**Families and Significant Others Lead Job Description**

At HMP Ford Families and Significant Others Lead is Governor Emily Martin-Gibbons and CM Benjamin Gartside is the Families and Significant Others Champion.

FASO Lead should ensure they are:

* Named on all relevant documentation.
* Single point of contact for and oversight of the establishments Family Offer.
* Local lead for completion of the FASO performance measure.
* Contract management for family service providers.

The main role of the Significant Others Lead is to ensure that procedures are in place for:

* Chair all local FaSO meetings and Manage FaSO Strategy
* Provide assurance to Governing Governor and SLT that HMP Ford is meeting all performance Targets/Measures.
* Implement action plans when appropriate to support the FaSO provision.
* Represent HMP Ford at Regional FaSO meetings.
* The establishment lead has a local responsibility for the family service provider contract management.
* Ensure HMP Ford is represented at meetings with Family Service Provider. – (HoF or RR CM).

**Families and Significant Others Champion Job Description**

* Support the FaSO lead and if required chair local FaSO meetings and support lead with the management of the FaSO strategy.
* Support Lead in providing assurances that HMP Ford is meeting all performance targets and measures.
* Support the FaSO Lead to implement action plans when appropriate to support the FaSO provision.
* If Required represent HMP Ford at Regional FaSO meetings
* Ensure HMP Ford is represented at meetings with Family Service Provider.
* Lead on all Family Visits events and chair the FV Meetings ensuring minuets are recorded.

**Release on Temporary Licence – Maintaining Family ties**

Release on Temporary Licence (ROTL) provides prisoners with the opportunity to maintain family ties through release on day and overnight licenses.

All applications for RDR will be approved through a board that will be chaired by a B7 for restricted cases, and a B5 for standard cases. The board will review the application and consider the prisoners request and comments from the Offender Manager and Offender Supervisor. All applications should be in line with the individual resettlement plan, which must have a clear focus on how the RDR will support the prisoner’s reintegration into family and community life. Resettlement Overnight Release (ROR) for maintaining family ties will usually happen after successful completion of RDR’s.

“*Maintaining family ties enables me to keep in contact with my parents, girlfriend, and 2 children in a relaxed environment and atmosphere. I am able to carry out parental responsibilities such as attending events that my children are involved in, ie sports events, birthdays etc. I am able to help them with their homework and help advise them as they are growing up. I also have the opportunity to continue my relationship with my girlfriend. It is through this level of contact that I am able to avoid the dire situation of being an absent parent*.” Joe…HMP Ford May 2018

**Extended Visits - FAMILY DAYS**

HMP Ford provide several extended visits through the concept of family days to encourage and support family engagement and interaction. These happen throughout the year, all in the school holiday periods with entertainment provided. These are often themed around Christmas, Halloween, Easter etc and additional related activities may be offered accordingly such as a Crib Service, fancy dress etc. There are additional family days which have an element of celebration, and family and cultural engagement. A Black history month family day in October, a Gypsy traveller family day in June, and disability family day in November.

The overarching aim of the children centred/family visits is to feed into achieving the aims of the families’ pathways of the Reducing Reoffending Policy.

* Enable families to have more accessible and better-quality contact with prisoners in custody.
* Provide interventions and support for prisoners and their families to enable them to maintain strong and supportive relationships.
* Provide support and training for prisoners in custody who are parents/carers/grandparents.

**Visits Hall**

The HMP Ford Visitor reception area is limited in terms of provision, affording a small, seated area, toilets with changing facility. This area is available for the visitors to use from 1300 hours Friday, Saturday and Sunday, and 1700 on Wednesday’s. There is a range of information available, which includes the Assisted prison visits scheme, and a list of organisations that support visitors and their families. In the visits hall there is a small café, providing drinks, snacks and hot and cold food.

As a means of improving our visits services at HMP Ford we will commit to the following:

* Hold a visitor survey every year. These will be produced by both prison and Pact, and the results and outcomes will be published for staff, prisoners and families.
* Encourage Offenders Supervisors to meet the families of the offenders that they manage on their case load. This allows questions about sentence planning and process, in addition to gaining an insight into the family dynamics, support and relationships that exist.
* Establish a prisoner focus group; allowing ideas and suggestions to be made regarding the men’s perception of visits and improvements they would like to be made to enhance the family experience. This focus group will also look at all current work streams that relate to strengthening family bonds.

Visits take place on:

Wednesday evening 18:00-20:00.

Friday, Saturday, and Sunday 14:00- 16:00

Visitors can book visits through a dedicated visits booking telephone line, or by the Gov.uk visits booking service.

**Partnership Working/Contract management.**

We aim to provide an excellent visits service at HMP Ford. We will continue to work with all departments within the prison, service providers, and prisoner’s families and significant others. We will access external services managed under a contract to support and develop our visitor services. Pact Managers and practitioners will attend, where possible the Reducing Reoffending quarterly meetings

* Pact work in close partnership with operational staff at HMP Ford
* West Sussex County Council provide Children’s services where required
* We also use emailaprisoner.com
* Storybook Dads allow prisoners to record themselves reading a children’s story and have it sent out to family members.

**Safer Custody**

For a variety of reasons, there are periods in a prisoner’s sentence when they can become a heightened risk of suicide and self-harm. Involvement and engagement with the prisoner’s family can be useful in helping to support the prisoner through their crisis period.

There are some prisoners in our community who do not have family or significant others, and as a result do not have visits or contact with the outside. These individuals are at risk of becoming isolated, and it is critical that these individuals are identified and then made known to the Safer Custody team, and Offender Supervisor, and Chaplaincy team. The Chaplaincy team will engage with an Official Prison Visitor if required.

As a key part of the ACCT process, families or significant others are invited to the case reviews and can offer vital links or information for the panel to consider.

It is important to ensure that all family and significant other details are recorded on reception into HMP Ford equally, it is important that personal officers ensure that these details are kept up to date. Personal officers will ensure that NOMIS and DPS is accurate in regard to this information at least twice a year during their contact meetings; management checks will confirm this work is being delivered. Residential CMs are also prompted to check this information is correct during IEP reviews.

There may be times when families or significant others feel that their loved one may be in trouble or is just not them self; maybe they are acting out of character. If you ever feel this may be the case than share your concern with us, we are here to help. There is a dedicated safer custody emergency line which is checked at various times each day to ensure that any messages left are dealt with immediately. So you can feel confident that we are here and will listen.

If you are concerned about a loved one for any reason don’t let them suffer in silence, we are here to help call the number above and we will assist and look after them.

The dedicated confidential non -emergency number is: **0800 3892246**

**In an emergency**

**Call 01903 663000 if you think a prisoner is at immediate risk of harm. Ask for the Orderly Officer and explain that your concern is an emergency**.

At HMP Ford we currently have the following technological services which help to maintain contact with families and significant others:

* E-mail a prisoner: www.emailaprisoner.com
* Storybook Dads
* Regular ‘Phone visit’ sessions, that allow prisoner to text or use services such as ‘facetime’.
* ‘Purple visits’, otherwise known as Video visits, facilitated at the same time as ‘Social visits’.

We aim for both visitors and prisoners as service users to actively engage with how we can innovate using technology, and we will welcome suggestions through surveys, forums, and meetings.

We will continue to monitor the booking system for visits and understand how this is received by visitors to the prison. It is important to support anyone who is identified as not being able to use technology and offer support; this could be due to poor literacy, not familiar or comfortable with technology etc. We will be introducing a dedicated helpline to assist in the near future.

**Safeguarding**

Safeguarding is a term used to mean the act of protecting children and vulnerable adults from risk of harm or ill treatment. It refers to the specific act of preventing harm to an individual’s health or development, ensuring to the best of our ability that children and adults with whom we are in contact are in safe circumstances with effective care. It also refers to the act of taking action over any concerns, in accordance with our belief that safeguarding is everyone’s responsibility.

Every member of staff has a responsibility to safeguard all prisoners and visitors at HMP Ford. All concerns must be reported to the appropriate function or member of staff immediately. All safeguarding concerns must be referred to Safer Custody.

Where a Safeguarding concern has been raised about the safety of an adult at risk, any member of staff may make a referral following discussion with the Duty Governor and / or the Head of Health Care. Referrals can be made by any member of staff.

When there are concerns regarding the safety of a child the Offender Management Unit will consider imposing restrictions regarding contact with children. This is completed in association with child services and known as the Person Posing a Risk to Children Process (PPRC). The levels of these restrictions vary from ‘No contact’ to ‘No restrictions’. Families may be required to complete applications and return them to the establishment to assist in this process. Full guidance in this process is provided when required.

With HMP Ford, our two Senior Probation Officers, Carol Brownsey-Joyce and Alison Avery are our safeguarding leads and point of contact to raise any concerns.

**Care Leavers**

A cross-government care leaver’s strategy has been published by the Department for Education setting out how the government aims to transform support for young people leaving care. The strategy emphasises the need for innovation in the support provided to care leavers to enable them to gain the skills and confidence to live independent lives. Among the commitments made in the strategy is the commitment to:

* Set out in law what it means for a local authority to be a good corporate parent.
* Introduce a care leaver covenant that organisations and public bodies can sign up to.
* Extend the personal adviser support for all care leavers provided by local authorities to age 25

Transition to adulthood is a difficult time for many young people, but it can be especially so for young adults who have been in care. Unlike many young people, care leavers often do not have the emotional, financial, and personal support of parents and other family members.

When compared to the general population care leavers are less likely to be in education, employment, or training. Over a third of 19-year-old care leavers are not in education, employment, or training; more likely to be attempting to live independently; and more likely to have a criminal conviction. Care leavers have been estimated to make up 27% of the adult prison population, even though less than 1% of under 18s enter local authority care annually.

At HMP Ford we identify Care Leavers through the first night interview process and record this in PNOMIS and advise the relevant Offender Supervisor.

HMP Ford has recently introduced a new ‘strand lead’ for Care Leavers. This means that regular forums will be held, and Care Leavers invited to discuss their experiences and share insight into how they could be better supported.

**Useful Contacts**

* **Action for Prisoners’ Families** www.prisonersfamilies.org.uk – Action for Prisoners’ Families, works for the benefit of prisoners' and offenders' families by representing the views of families and those who work with them.
* **AFFECT** – AFFECT provides services for the families of serious offenders and offers support groups to families in the south of England. [www.affect.org.uk](http://www.affect.org.uk)
* **Inside Time –** www.insidetime.org.uk – this website gives visiting and other advice
* **Pact (Prison Advice and Care Trust) –** www.prisonadvice.org.uk provides

Useful information on visiting and how visitors’ centres can help families.

* **Offenders’ Families Helpline 0808 808 2003** info@prisonersfamilieshelpline.org.uk

www.prisonersfamilieshelpline.org.uk

* **Prisoners’ Families and Friends Service 0808 808 3444** info@pffs.org.uk

[www.pffs.org.uk](http://www.pffs.org.uk)

This document has been reviewed and is supported by the HMP Ford Offender Consultative Committee (OCC).