

Safeguarding process for resident visits

Process for release begins in line with probation service guidelines.
Resident is identified as requiring support from FOGM.

Resident receives FOGM release support document.

The image shows four pages of the 'Friends of Guys Marsh Prison (FOGM) support request form'.
 Page 1: Includes fields for Name, Number, Wing, Age, Date of Application, Release date if known, and Prison Officer Manager. It also contains four numbered questions regarding release area, accommodation, employment, and previous activity.
 Page 2: Lists items FOGM provides (Tee shirt, Sweat shirt, Trousers, Socks, Underwear, Anorak) and support options like 'A Leavers Bag' and 'Educational or training needs'.
 Page 3: Lists clothing requirements such as Height/Build, Size, T-Shirt/Sweater Size, Pants Size, Trousers Leg & Waist Length, Collar, Socks Size, and Anorak Size.
 Page 4: 'OFFICE USE ONLY' section with a large box for notes and fields for 'Release package agreed by' and 'Date'.

Resident request is checked, agreed and signed off by head of employment.

FOGM are **notified by email** of a pending request with basic details of the resident and the next steps for meeting.

FOGM resident liaison will collect the form and process the requests accordingly.

For any meetings with residents the following process/guidelines are in place:

1. All meetings to be approved by HMP GM so the relevant movement slips for the resident can be signed off. Date agreed and any NOMIS flags are detailed.
2. All residents meetings will be held at the agreed date and time in the library.
3. Actions agreed and any future meetings etc will be recorded via email to OMU.