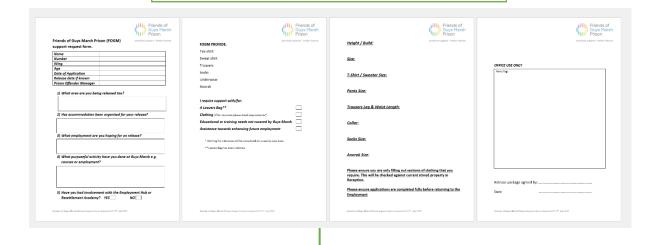
Safeguarding process for resident visits



Process for release begins in line with probation service guidelines.

Resident is identified as requiring support from FOGM.

Resident receives FOGM release support document.



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

FOGM are <u>notified by email</u> 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.