

FRIENDS OF GUYS MARSH PRISON

Onboarding new trustees process

Best practice before a trustee joins :

1. Explain the aims of FOGM as a charity
2. Explain the scope and range of our involvement at HMP Guys Marsh – set expectations
3. Ask what skills they feel they can bring to the FOGM board
4. Establish if they have any previous experience of being a trustee or working within the charitable sector
5. Establish any conflicts of interest or reasons they may not be eligible to become a trustee in line with charity commission rules and regulations

Step 1	<ul style="list-style-type: none">• Invite the potential trustee to attend a meeting to understand the workings of FOGM and to be introduced to the fellow trustees
Step 2	<p>Schedule time to take the new trustee through the following:</p> <ul style="list-style-type: none">• Governance documents• Financial process and accounting procedure• Explain the process for prisoners to request support• Explain the hierarchy of HMPS Guys Marsh• Agree a role for the trustee as part of the board• Arrange badges• Explain dress code when visiting the prison• Explain the process when visiting the prison• Spend time with each trustee to show what they do as part of their role• Give new trustee copies of our constitution, accounts and annual report
Step 3	<ul style="list-style-type: none">• Arrange a meeting at Guys Marsh for the new trustee to do a site visit• Arrange new trustee to meet Guys Marsh key personal• Arrange Health & Safety process and status codes of the prison• Arrange key holder training (if required)

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Trustee supporting information

Aims and direction

- To promote and support the rehabilitation and resettlement of prisoners who are or have previously been prisoners of Guys Marsh Prison and to support staff in their rehabilitative work.
- Our main priority is to support the rehabilitation and eventual resettlement of the men. In line with this fundamental aim, we work to treat each man as an individual and to help him maintain his family relationships whilst he is at HMP Guys Marsh. FOGM strives to help each man to sustain his own family ties and to offer him rehabilitative courses so that he can become an independent citizen who belongs in the wider community when he is released.

Meetings

- We meet at the prison on the 1st Tuesday of each month (except August)
- We hold our Annual General Meeting off site in November

How we operate

- Our constitution states we have 3 official roles – Chair/Treasurer/Secretary
- We have 3 signatories for our account Chair/Treasurer/Nominated trustee
- We bank with Lloyds Bank. The treasurer reports monthly on our accounts
- Our public liability insurance is with Hiscox insurance company
- We work closely with prison staff to identify support required and initiatives we may support
- Prison staff and prisoners attend our monthly meetings at the prison
- There is a process that prisoners and prison staff must follow to ask for support. The paperwork is placed in our allocated “pigeonhole” at the prison. They are collated weekly and presented at our monthly meetings for trustees to review and agree. Chair has the casting vote if consensus on expenditures does not have a majority support

How we fund FOGM

- We raise funds via our Friends who make one off or regular donations
- Fund raising events
- Applying for grants
- Attending local events and fayres and selling products/items made by the prisoners

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How we spend the money we raise

- Supporting family & visiting days
- Leavers bags equipped with toiletries and basics for 1 month for men leaving with no fixed abode or limited accommodation
- Educational support. Incentives for attendance or attainment
- Clothes for men leaving with none
- Clothes for court or interview appearances
- Business support in dragons' den and mentoring support on new start-up projects
- Taxi from Gillingham station on visiting days
- Art materials
- Adhoc/bespoke projects – Butterfly farm, Rugby pitch, Yoga etc....

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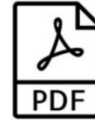
Governance documents can be found at www.friendsofguysmarsh.co.uk



**Playworker
Safeguarding**



**Adult
Safeguarding**



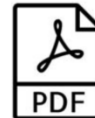
**Equality, Diversity
and Inclusion Policy**



**Financial
Management & Fund
Raising Policy**



**GDPR
Policy**



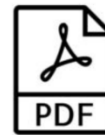
**Trustees Code of
Conduct**



**Resident meeting
safeguarding
process**



Constitution Review



**Register of Trustee
for Policy &
Procedures**



**Support Request
Form**