



NATIONAL PROBATION SERVICE
for England and Wales

Cheshire

To ensure that placements are successfully completed, participating agencies are asked to agree to:

- ensure confidential information about a Community Service worker is shared only with the consent of the worker and following discussion with the Community Service Officer
- promote equality of opportunity by applying the same standards of treatment to Community Service workers as other employees or volunteers and by offering appropriate protection against discrimination
- ensure adequate insurance cover for liabilities
- ensure a clear work programme is agreed and that the agreement of the Community Service Officer is obtained before additional tasks are allocated
- report immediately any absences or misconduct

Respect for others

Everyone has the right to be treated fairly and with respect by the National Probation Service. Community Service workers are required to behave properly at all times. We expect individuals and organisations providing work placements for offenders to act in accordance with these principles.

Feedback and complaints

We welcome feedback both positive and negative, as this helps us to improve our working practices. We will contact you periodically to obtain your views via a questionnaire, but if you have any concerns or problems, please raise them at the earliest opportunity with the Supervisor or Community Service Officer. They will always be taken seriously.

If you have a more serious complaint the Community Service Officer will explain the complaints procedure to you.



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Enforcement, rehabilitation and public protection

**Beech House, Park West,
Sealand Road, Chester CH1 4RJ**

Tel: 01244 394500

Fax: 01244 394507

Web: www.cheshireprobation.org

Community Punishment

Information for Beneficiaries

This is a Court sentence requiring offenders to do unpaid work for the good of the community to make some amends for the offence they have committed. The offender has been assessed as being suitable for this sentence and has agreed to the Order being made. The National Probation Service ensures suitable work is provided and that individuals complete it to good standard complying with all instructions.

All Community Service workers understand the demands made of them for good timekeeping, responsible behaviour and acceptable standards of work. If they breach the rules they can be returned to Court.

Work Undertaken

We aim to assist offenders to develop skills and qualifications which will improve their employment potential and promote law abiding lifestyles.

We try to offer a range of constructive and worthwhile work that can be done safely by individuals of varying skills and abilities such as:

- assisting community groups - eg: undertaking painting and decorating / gardening
- improving the environment - eg: ground clearance, conservation work
- contributing to community safety - eg: carrying out work commissioned by Community Safety Partnerships eg: fitting window locks in the homes of vulnerable people

Supervision

Most work is done in small groups supervised by Probation Staff selected for their ability to manage offenders and ensure a good standard of work. Sometimes organisations supervise offenders themselves and agree to keep an accurate record of attendance and performance. The Community Service Officer is in regular contact and will deal with any difficulties.

Costs and timing

It is possible for work to be completed at no cost to the beneficiary and labour, basic tools and equipment can be supplied free of charge. If, however, the project requires the use of specific tools or equipment, it is likely that the beneficiary will be asked to pay for, or contribute towards the cost of these. Contributions in other areas enable additional or longer term work to be carried out.

A work session normally lasts for seven hours and is undertaken on weekdays and at weekends.

While every effort will be made to complete projects to an agreed schedule, occasions may arise when this is not possible.

Expectations

The Community Punishment Scheme run by the National Probation Service carries out thousands of hours of work every year. Many worthwhile projects, which may not otherwise be completed, give offenders the chance to make some amends in the local community. We hope you will assist us in achieving these goals and, at the same time, gain some tangible benefit for yourselves.

The supervision of a Community Service worker is a shared responsibility - where an agency placement is made, you become the Supervisor on our behalf. It is important to set out clearly the expectations on both sides.

What Agencies can expect

Where a placement for a Community Service worker is offered by an agency, the National Probation Service undertakes to:

- ensure agency representatives understand the requirements of a Community Punishment Order, and the expectations regarding punishment
- agree the tasks to be undertaken and, if necessary, provide protective clothing and safety equipment
- agree timescales within which the work can reasonably be expected to be completed
- assist with insurance costs incurred as a result of a placement
- consult with the agency about the type of worker best suited to its setting

What the National Probation Service expects

When an agreement is reached to place an individual in an agency, the National Probation Service undertakes to:

- agree a start date and provide relevant information about the worker(s) to the nominated Supervisor
- maintain weekly contact with the Supervisor and worker, normally by "face to face" meetings
- provide the Supervisor with necessary information for prompt contact to be made with Community Service staff for advice or assistance
- respond within 24hrs to any reported problems and investigate promptly
- provide and explain the use of work records and other necessary documentation
- review the placement on completion with the Supervisor and worker