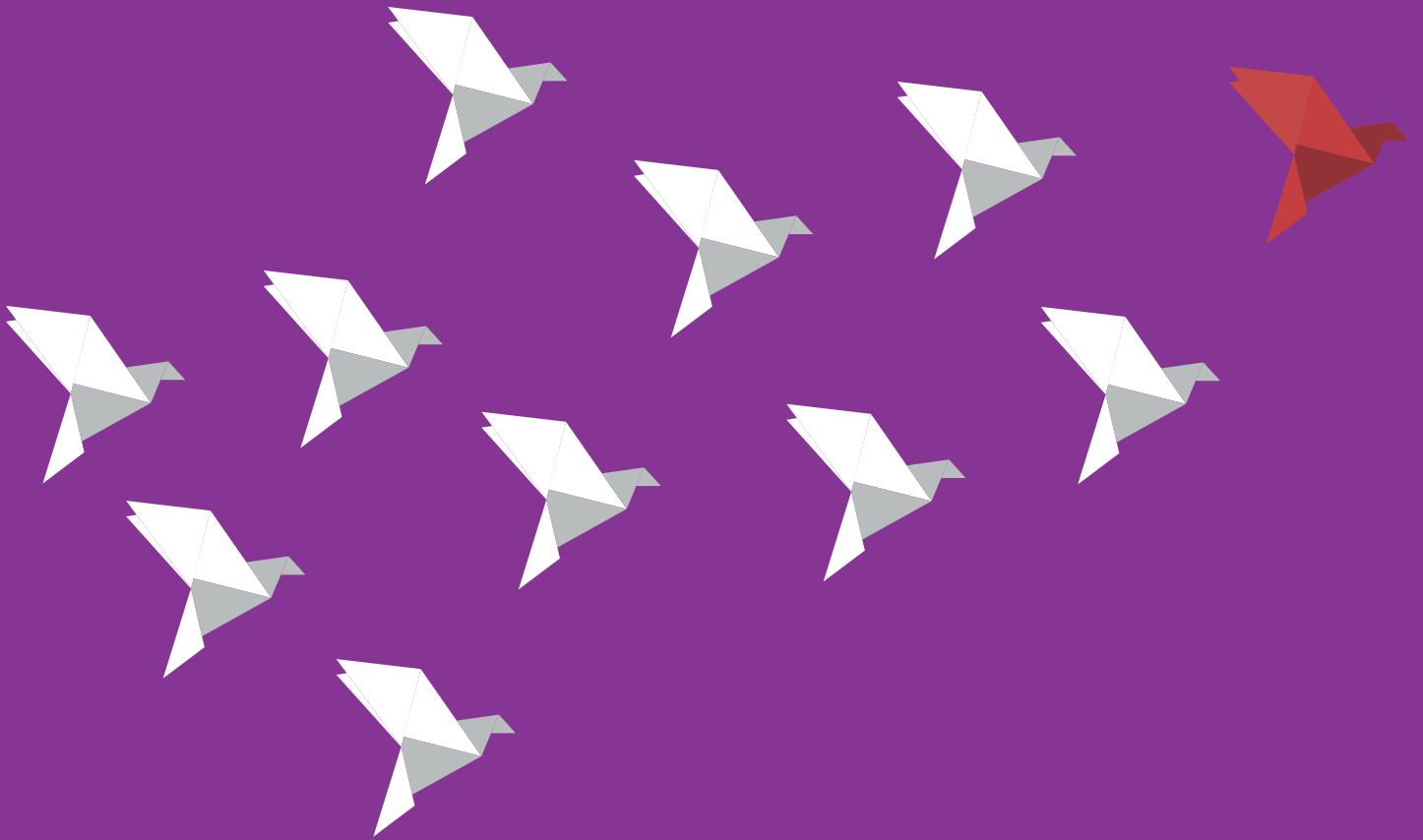


Your guide to the female estate.



CREATED
BY YOUNG WOMEN
FOR YOUNG WOMEN

**LEADERS
UNLOCKED**

 **Prisoners'
Education
Trust**

Blagrove.
investing in
young people



**YOUNG
JUSTICE
ADVISORS**



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Who? What? Why?

Who are the Young Justice Advisors?

The Young Justice Advisors are a project by Leaders Unlocked, created for 18-27 year olds, to allow young adults in the Justice System to have a voice. The group has worked with HMPPS, Ministry of Justice and over 800 young adults! The aim of the group is to provide a safe space, inform, reform using real experiences and educate organisations.

What is this guide for?

This guide is for girls and young women moving into the adult women's estate for the first time. This guide will hopefully be a go-to reference whenever you feel lost or need some information.

Why did we create this?

This guide was created to bridge the gap within the transition process. After doing some research and carrying out interviews with girls, we noticed that a lack of information was a common theme. We agreed that the guide needed to be accessible, informative, reliable and relevant.

Remember
your
experiences
are your
superpowers!

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If you prioritise
yourself, you are
going to save yourself

Gabrielle Union



Questions for you.

Name:

Prison No:

What's one thing you've achieved that you are proud of?

Who inspires you and why?

What's your dream job?

What is one step you can take now to move closer to your dream?

How can you make the most of your time?

Arriving at your adult prison.

Upon arrival at your adult prison, if there is anything you are uncertain about do not hesitate to ask. There will be support from a range of women in various roles as well as officers that can assist you whilst in the reception area.

If you don't feel comfortable talking to a member of staff there are other women you can speak to like listeners.

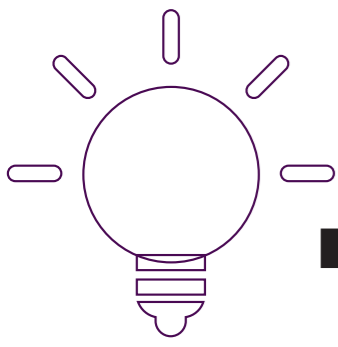
Certain things might be a bit different to what you're used to. You are still safe, you don't need to be scared.

With property, you are entitled to a set amount of each item: tops, trousers shoes etc. (ask at reception if you are not sure). You will have opportunities during your time to swap items over but some things may be thrown away if they are not recorded on your property card.

If you are on an ACT, staff will routinely check on you throughout the time spent within your cell, in order to prevent suicide and self harm. There are distraction packs you can ask for that have puzzles, colouring and other things to keep you distracted.

Be aware that you could be removed/transferred (shipped out/ghosted) at any time depending on your behaviour, security level, staff numbers or available space.

Certain things might be a bit different to what you're used to. You are still safe, you don't need to be scared.



Top tips.

- 1** Be yourself.
- 2** You don't need to impress people.
- 3** You don't have to get involved in other women's issues or prison politics.
- 4** Keep thinking positively and take each day as it comes.
- 5** Pick who you associate with carefully.
- 6** If something seems too good to be true, it probably is.
- 7** Plan and prepare for when you get out. Find something to work towards. Try not to count down your days and try to focus on your own personal goals instead.
- 8** Use the education facilities that are provided by the establishment to gain new skills and qualifications in order to help you with employment once released.
- 9** Focusing on yourself is perfectly okay! You are what is most important.
- 10** If you are not happy with an outcome you can always write it down and put in a complaint. 'The pen is mightier than the sword'.
- 11** Don't feel pressured to do anything that someone else tells you to and don't borrow what you cannot afford.
- 12** Be aware of prison roles – e.g. reps, Insiders, and education orderlies. You can talk to people in these roles confidentially.
- 13** Know your rights. You should have full access to the prison rules and policies known as PSO and PSI.
- 14** Getting a job will allow you to spend more time out of your cell and earn a wage. In some establishments you will be allocated a job.
- 15** If you feel like you deserve a second chance and you are prepared to work on it, you can write a letter to your sentencing judge and/or probation officer. People like to see you're willing to change.
- 16** If you want to pray or have someone to talk to, speak to Chaplaincy services. The Chaplain can also speak to officers for you if needed.



Karene.

My name's Kay for short, I have been to prison 3 times for different offences. After I left prison the 3rd time, I decided to fix up. I managed to go to college and then to university, where I got my degree in Criminology. With all the odds stacked against me, I'm proof anything is possible with the right mindset.

The best part of my journey inside was being able to do education and make the most of my time, which really helped me on the outside.

The worst part of my journey was the first week or so inside because I didn't know the ropes and felt lost. I learned on my journey to never follow people, no matter what's going on. Follow yourself and your goals because it's easy to get distracted. Some of the people I met inside, plus visits, made things better for me because you build a sense of sisterhood with a few girls. I still have some of those friendships to this day.



Fatmata.

My name's Fats for short. Like you I have experienced both sides of the estate. If you are transitioning, or just arrived, know that you're not the only one who may be feeling anxious. Everyone will have an individual journey, so always remember to do what's best for you. You are number one and the most important. For me, the one thing that kept me level-headed, was just knowing when I left I would be leaving a changed woman, who had learnt from her mistakes.

There is support out there sometimes, you may just have to be the first to reach out for it. There's no shame in asking for help, just stay positive and use education to your advantage, it passes the same time as work except you leave with something beneficial from it.



Donelle.

My name's Donnelle and I ended up prison. My advice would be to utilise your time with work and education. Try and make the most of the opportunities that are made available to you. If you want to stay at your prison, instead of being transferred from one adult prison to another, don't be afraid to ask, even though it may not always happen - if you don't ask, you don't get. If you feel like you are far from home, or a prison offers you better education resources and courses ask for a transfer. I found that once I had learned how to build better and positive relationships, my time spent inside was easier, the support I received was of a better standard and it was also more consistent. I think it gave me a chance to work on my self-development and showed me that not all staff are the same.

Casey.

My name's Casey. I used to be someone who was repeatedly in trouble, eventually leading me to spent time on remand. I have now stopped getting into trouble and I am a youth worker, helping young people not to go down the path I did. The negative parts were adjusting to prison life and not being able to do my own thing.

The positive parts were the other people inside were friendly. Having the time I did, also gave me space to think about my actions. I learned that prison was not somewhere I wanted to be and it also helped me to know how to get on with people in positions of authority. My advice is to be yourself and keep focused. Keep busy by getting a job and taking part in recreational activities.



Need to knows & meanings.

There are many different abbreviations and terminologies used within the prison. They are use to identify things such as officer roles, entitlements and privileges; negative and positive behaviour and many other areas.

Across the next two pages, we have provided information on all the basics you will need to know and the most common abbreviations.

Your post

Your post will be read so don't seal it. Always put your last name, prison number and address on the back, so it can be returned if necessary. Your prison may give you free envelopes a week, but this may vary at different prisons.

Legal documents can be sealed and are not allowed to be viewed by the prison, but you will need to make it clear and obvious that it is legal mail.

People contacting you can also use Emailaprisoner in some places and then the responses are a lot quicker

Inside OMU

Offender Management Unit

Your POM (Prisoner Offender Manager) can help you contact your outside probation worker to start building a relationship and a better understanding of you. They will also help to create a sentence plan.

Your POM writes your OASys report, which is a generalised report and score that determines your level of risk and harm within the establishment and to the public, as well as your security category (Cat A,B,C,D). They are there to help and support you through the sentence as the report works in tandem with your sentence plan.

They can you help you apply for ROTL's or any day releases to maintain family ties.

MAPPA

MAPPA stands for Multi Agency Public Protection Arrangements. Your OM worker can tell you if you are a MAPPA and what tier you are. Always make sure that you know what tier you are as, it will affect what process to take when applying for ROTL'S and on release you may have possible conditions and restrictions.

“If you don't like the road you're walking, start paving another one.”

Dolly Parton

IEP levels

(Incentive and Earned Privileges)

Each person is set a status within the prison based upon their behaviour. This is called your Incentive and Earned Privileges (IEP). Initially you will be given the status of an entry prisoner, which allows you a certain number of visits each month and access to TV.

Receiving positive or negative IEP's will determine what incentive level you will be on. Inappropriate behaviour that is noted on your file will reduce your incentive level from enhanced, to standard or basic and a loss of the associating privileges.

Prison Officer Roles

- Governor
- Deputy governor
- PPO - Personal Prison Officer
- PO - Prison Officer
- SO - Senior Officer
- CM - Custodial Manager

General job roles

- Kitchen
- Waste management
- Gardens/Ground
- Keeping
- Gym
- Servery
- Residential
- Orderly/wing cleaner
- Laundry
- Wing/House rep

Things that can go on your file

- Negative IEP
- Positive IEP
- Comments about your behaviour
- Warnings
- Adjudications

Levels of IEP

- Basic
- Entry level
- Standard
- Enhanced

Please remember that private prisons and Government prisons rules, regulations and regimes may be different. Private prisons may be more digital and your time out of your room within the prison may be differ too.

(CRL) Childcare Resettlement License

If you are a mother, or a legal guardian of a child under 16, and you are not yet in an open prison or eligible for ROTL, there will usually be an option for CRL which are like ROTLS but designed just to maintain family ties.

Abbreviations

- (CRL) Childcare Resettlement License
- (RDR) Resettlement Day Release
- (ROTL) Release on Temp license
- (ROR) Resettlement overnight Release
- (SPL) Special purpose leave, which can be for loss of immediate family, court appearances or hospital visits
- Women's prisons are not categorised, they are Open or Closed status.

Independent Monitoring Boards

If you have made a complaint within the prison and have gone through the correct procedures, yet you are still not satisfied with the response or outcome, you can make a complaint to the IMB.

Independent Monitoring Boards (IMBs) are statutory bodies established to monitor the welfare of people in prison and to ensure that they are properly cared for within prison rules, whilst in custody.

One of their members will visit your prison 2-4 times a year, so keep an eye out. The complaints that you make are confidential and will only be handled by IMB staff. They will have a separate box for them to be placed.

“The first step is to say that you can”

Will Smith



Transitions experience.

This year the Young Justice Advisors were fortunate to have the opportunity to be a part of a young lady's journey through her transition from the youth estate to an adult establishment.

She took part in other projects and is a strong and intelligent young lady. We appreciate her allowing us to be part of her journey, we have seen her through her transition and still remain in contact with her.

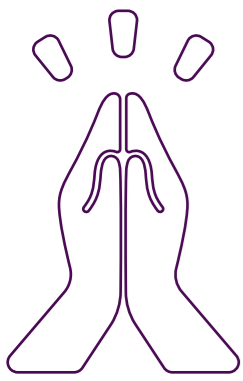
Here is her journey and experiences of transition

I would like to share my story and experience with you around my transition. The process of coming in as a child with a lengthy sentence and having to grow up in the youth estate, as well as finishing my sentence and moving on to a adult establishment to finish my sentence.

I was born and raised in London and when my sentence began, I was remanded in a secure training centre. My first few nights I woke up to jangling of keys and radios cutting out, it really took me a while to settle. I struggled to manage my emotions which affected my behaviour, I had to just rely on my hope and faith to get me through.

Once I was moved on to a more suitable facility, I think it was a little better, the staff there really supported me and had my back at the darkest of times. I met people from all walks of life and in for such variety of times. My experiences taught me a lot mentally, emotionally and spiritually it broke me, then made me and it also matured me into the woman I am today.

2 months after I turned 18 I was transferred to a female adult establishment. I felt so free, so happy, like I had a big crane lifted off my legs and I could breathe again. I've been here now for 6 weeks and I'm close to freedom. I will never take life for granted ever again. Life is so much more. I know for many of you, your journey may be different to mine, but you might find some similarities. I struggle a lot with my mental health and was hospitalised for a while because of it. Once I had moved on to the adult establishment I really felt a change. It was time to find my direction, there will always be fear with the unknown but you just have to believe in yourself and you'll be fine.



Support agencies.



Shannon Trust

The Shannon Trust have supported people in prison for years using the power of reading and also inspiring and training those to teach others who cannot read.

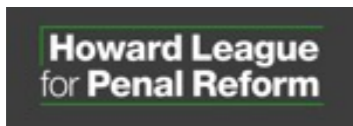
Address:

Freepost SHANNON TRUST
(It's a short address but it will reach them)

Phone: 0203 875 9311

Email: communication

s@shannontrust.org.uk



Howard league

Howard League work with parliament, and the professionals to influence and create positive change for children and young people.

Email: info@howardleague.org

Legal advice: 0207 249 7373

Prisoners' Education Trust

Help people in prison by equipping them with skills and qualifications to build brighter futures.

Address:

Prisoners' Education Trust
The foundry
17 oval way
London
SE11 5RR

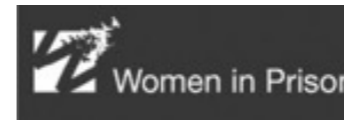
Phone: 02023 752 5680



Listeners scheme is run by Samaritans.

The Listener scheme is a peer support service which aims to reduce suicide and self-harm in prisons. You can request to speak to a listener whenever you need one.

Phone: There will be a free phone number you can dial from inside.



Women in Prison

WIP support women affected by the Criminal Justice System. They have campaigns to end harm caused by and to women and their families.

Address:

Women in Prison
2nd Floor
Elmfield House
5 Stockwell Mews
SW9 9GX

Phone : 0207 7359 6674



Prison Reform Trust

The Prison Reform Trust (PRT) an independent UK charity working to create a just, humane and effective penal system. They are reducing unnecessary imprisonment and promoting community solutions to crime; improving treatment and conditions for people in prisoner and their families; and promoting equality and human rights in the justice system.

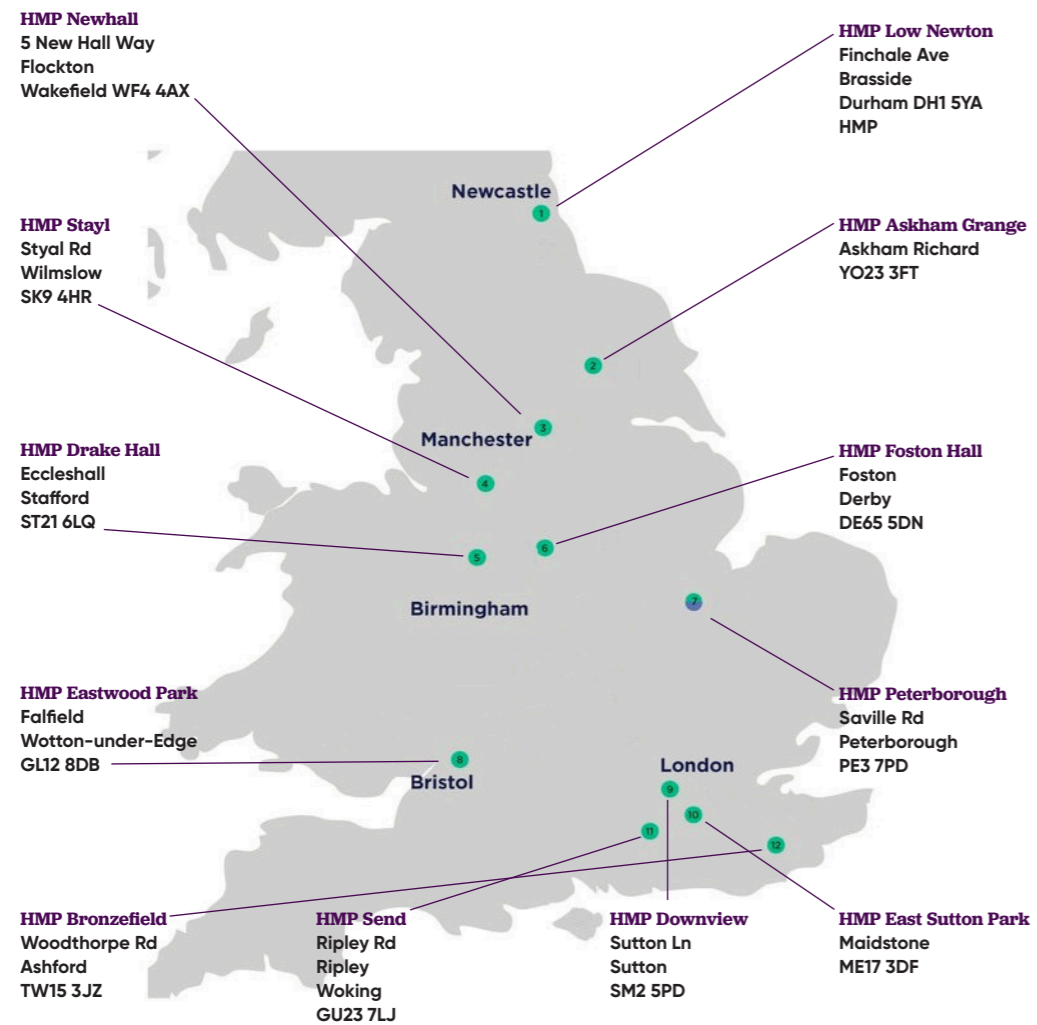
Phone: 0808 802 0060

Address:

Prison Reform Trust,
FREEPOST
ND 6125,
London
EC1B 1PN

Email: advice@prisonreformtrust.org.uk

Female adult prisons and addresses.



Different establishments offer different things to help with your sentence and progression, from courses and resettlement options. Don't be afraid to ask as it is your sentence, if you feel like you would benefit from moving you have the right to make an application.





Careers & Aspirations.

Do you have goals?

Would you like to further your education or maybe working is more of an interest to you? Here are some things to think about:

- Have you thought about your career path?
- What would you like to do or where you would like to work?
- What is your dream job?
- Do you know what you will need or what to do to be successful
- Do you have a cv and cover letter?
- Have you had interview practice and preparation?

Colleges and universities all have open days or prospectuses where you can find information on different courses they offer

Apprenticeships can give you training while gaining the experience to start your career

The Job Centre can help with looking for work, setting you up for volunteer placements for experience, work or training for the field of work you want to go in

There are many employment websites where you can upload you CV. These websites allow you and an employer to filter out what you are looking for in an employee/employer. Some of the most popular sites are Indeed, Reed Jobs and Job Monster

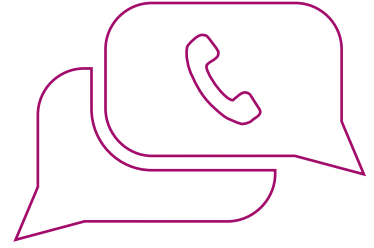
The Prince's Trust offer programs that help you find the tools and confidence to try free courses and start careers.

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It is always the start that requires the greatest effort

James Penney

We want to hear from you.



Leaders Unlocked enables young people and under-represented groups to have a stronger voice on the issues that affect their lives. In education, policing, health, justice and elsewhere, we help organisations to involve the people who matter and shape decision-making for the better.

You can see our projects here:
leaders-unlocked.org

The Young Justice Advisors are always looking to speak to and work with young adults who want to have their say and work alongside decision makers. We have a team of 'experts by experience' that are able to voice their thoughts on a wide range of areas within justice. We will build up your skills, confidence and C.V and want to hear from as many young adults who have experienced the Justice System.

You can see our projects here:
youngjusticeadvisors.co.uk

Twitter: @YJAdvisors
Instagram: yjadvisors

We'd also love to know your thoughts on this guide and if you would like to get involved with us.

Please contact - nadine@leaders-unlocked.org

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Each person must live their life as a model for others.”

Rosa Parks