

LUNCH – the group provide their own food during lunch break.

SMOKING – this is at your discretion. Please tell the Supervisor if you do not want smoking in your home/building.

ALCOHOL – Possessing or drinking alcohol is not allowed by anyone working on Community Service.

WORKING DAY – is normally at your home/site between 9.45 and 3.45 pm (approximately).

PRIVATE WORK – please do NOT contact any members of the group to do extra work. Arrange work through the Community Service Organiser.

VALUABLES – please ensure that all valuables and money are put away and kept secure and not in a position to tempt anyone. This is for everyone's benefit.

MONEY – please do not give any money or payment to anyone in the work party.

Insurance

The Probation Service holds a third party liability if anyone is injured whilst work is being carried out. You must insure your goods against theft. If there is any accidental or deliberate damage to your property, then the Probation Service may pay for repairs depending on the circumstances.

Finally, thank you for your interest. We hope Community Service can be of benefit to you.

Your Views are Important

We are committed to continuous improvement in all areas of our work. Your views on how we might provide a better service are most welcome.

Contact:

The Chief Executive
Derbyshire Probation Trust
18 Brunswood Road
Matlock Bath
Derbyshire
DE4 3PA
Tel: 01629 55422
Fax: 01629 580 838

www.dpsonline.org.uk



Derbyshire
Probation Trust



COMMUNITY PAYBACK

Information for individuals or agencies who are interested in enabling offenders on Community Punishment Orders to complete work for them

Legal Framework

If a person commits an offence which is punishable by a prison sentence, the Court can impose a Community Punishment Order of a minimum of 40 hours and a maximum of 240 hours. These Orders are organised and supervised by the Probation Service in Derbyshire. Offenders can have committed a range of offences from driving offences to assault or burglary.

Purpose

The Order aims to re-integrate the offender into the community by positive and demanding unpaid work which keeps to disciplined requirements, and is socially useful work for the community.

Type of Work

Community Payback provides labour to carry out work such as painting and decorating, gardening, small building and environmental projects. All groups are supervised by a paid member of staff from Derbyshire Probation Service.

How Do I/We Qualify?

Community Service can work for individuals, non-profit making community groups or charitable organisations. It should be work which would not otherwise be carried out unless Community Service provided

the labour. However, Community Service must not undertake work which would normally be done by paid employees or do tasks that an individual or group could afford to pay a tradesman or business to carry out.

The Organisation

A Community Service Organiser from the area office will take your referral and if it seems appropriate will then visit your home/organisation to assess the work. He/she will check that:

- The work can be done safely.
- It will not involve alterations to electricity, gas, plumbing or structural alterations.

Tools, Equipment and Materials

Community Payback will provide the tools and equipment (including safety equipment) which are necessary to do the job (eg. paint brushes, spades, forks, mowers etc.) You will not have to provide equipment unless there is a need for a particular tool for a specialist task.

You will have to provide all the materials which are necessary to carry out the work such as paint, wallpaper, sand/ cement etc.

The Community Payback organiser for

the area will give you an estimate of the amounts of materials needed and may, depending on the situation, be able to help you get the materials. Normally, however, you will be expected to purchase and obtain anything which is needed.

Standard of Work

The work parties are not professionals but we will provide a reasonable do-it-yourself standard of finish which we hope you will be pleased with. If you are not happy with the work you must discuss it with the Community Payback organiser.

You don't have to put up with things you don't like, such as bad language. Please tell the supervisor of your wishes.

The work party may not be able to attend on agreed dates because of weather, poor attendance etc. Please be patient – the work will get done but it may take longer than originally envisaged.

Administration Costs

These are costs associated with the administration of the scheme. If there are any, these will be fully explained to you by a member of the Community Payback team prior to assessment.