

Equal Opportunities

Derbyshire Probation Trust is committed to ensuring that it operates fairly and consistently and avoids discrimination on the grounds of race, nationality, ethnic origin, gender, age, disability, religion, sexual orientation or any other improper ground.

If you feel you have been discriminated against, please discuss this with a member of staff and this will be dealt with accordingly.

Dealing with Complaints

If you have a problem, please speak to a member of staff.

If you wish to take the matter further, please ask for the leaflet which tells you about our Complaints Procedure.

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



Amd March 2009

Derbyshire
Probation Trust



Community Payback

Equal Opportunities

Information for Offenders

Introduction

This leaflet is issued in addition to the rules and regulations about Community Payback work and includes information which should help you to successfully complete your Community Punishment Order successfully.

Work Party

A work party normally involves up to 6 people carrying out a project supervised by Probation employees, eg gardening, environmental projects, painting and decorating, community safety projects etc.

Individual Placements

Individual placements involve a person working for an agency in the community and being supervised by the person in charge. The organisations include: Oxfam, Help the Aged, RSPCA, Aged Person Homes, Community Centres etc.

You can express an interest in any of the suggested projects or placements and staff will try and find work which is suitable to your needs and skills. Community Service staff will, however, have the final choice in selecting your work placement.

If you are Black, Asian or a woman it may be possible for you to be

supervised by a Black, Asian or female supervisor. It may also be possible for you to work alongside someone else of your race and gender.

Work Arrangements

You have to work a minimum of 6 hours per week. These hours can be arranged to fit in with your child or family care responsibilities.

We will seek to provide reasonable toilet facilities on projects. You will be expected to carry out work which is within your physical capabilities. Safety boots/wet weather gear and other relevant equipment is available in all sizes and will be issued to you, if appropriate to the job.

It may be possible to organise alternative arrangements for your normal work during school holidays.

Child Care

You will normally be expected to make your own arrangements, but if you have no suitable carer available, the Probation Service can arrange for your children to be looked after by a Social Services registered childminder.

Pregnancy

You will not be expected to stand all day at work.

Work can be arranged that involves time to sit.

You can work on your Community Punishment Order whilst you feel physically able to do so, but not beyond four weeks from the expected date of birth.

Normally your order will be suspended until 3 months after the birth of your child.

Behaviour

You do not have to put up with comments or bad language which is upsetting to you. Similarly, you should not have to tolerate any physical, sexual or racial harassment. Any incidents should be reported to the Community Service staff and action will be taken.

Derbyshire Probation Trust endeavours to treat everyone fairly, with respect and without discrimination. We ask for the same consideration from you. Language or behaviour which is offensive will not be tolerated.

If someone is behaving badly while working with you on a Community Service work party, or on a placement, please tell a member of staff. Suitable action will be taken.