

Language and/or behaviour which causes offence to anyone is not acceptable whilst working at a placement.

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
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Matlock Bath
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Amd March 2009

Derbyshire
Probation Trust



Community Punishment Placements

A guide to individual
Community Punishment
Placements as part of a
Court Order

Information for Offenders

Placements

The Community Punishment team has contacts with many organisations and your Community Punishment hours can be completed with one of these agencies. You will work alongside volunteer helpers.

The organisations include old people's homes, community transport schemes, youth clubs, nurseries, charity shops and other voluntary community groups.

The work may be demanding but will be similar to the tasks completed by the other volunteers. You will not be given a task you could not reasonably be expected to cope with.

There will normally be one person in the organisation who is responsible for supervising you whilst on a Community Punishment placement.

Only that person will know that your work is part of a Court Order.

Commitment

- You are trusted to work in this organisation.
- You will be relied upon – failure to attend will let down other people and

will place you in Breach of your Community Punishment Order.

- You will have the responsibility to attend the placement at the agreed times.
- The hours will be arranged with the Community Punishment organiser, the agency and yourself. The minimum is 6 hours per week.
- You can help those less fortunate than yourself.
- You can gain by achieving a sense of satisfaction and learning from the experience.

Regulations

Working on a placement is still part of a Community Punishment Order and all the conditions of the order still apply.

- You must attend on the stipulated days and for the agreed hours.
- You must work as instructed by the supervisor.
- You must work and behave to a satisfactory standard.
- You must not consume Alcohol or Drugs.
- You must contact the organisation if

you are unable to attend.

- Proof of reasons for absence must be provided in writing.

Community Punishment Responsibilities

A member of Community Punishment staff will contact the organisation to ensure you are at work and that neither the organisation nor yourself have any problems.

The organisation will complete a time sheet to keep a record of the hours you have worked.

A member of Community Punishment staff will notify you of your outstanding hours.

You can contact the Community Punishment office to arrange an appointment to discuss your placement at any time.

Placements are arranged irrespective of gender, sexual orientation, ethnic background or religion.

All placement organisations are made aware of National Probation Service's Equal Opportunities and non-discriminatory practice guidelines.