

Chief Social Work Officer
Chief Probation Officer
Director of Social Services

Dear

Re: (Name, address and dob of prisoner)

The above named, who has been convicted of an offence against a child, is being considered for discretionary release for the purposes of *(insert of discretionary release)*.

I would be grateful if you could arrange for the preparation of a home circumstances report which, in addition to the assessment required by the National Standards for Throughcare, also provides information on the extent to which children would be placed at risk by the proposed release.

Yours sincerely

Chief Social Work Officer

Dear

Re: (Name and dob of prisoner)

The above named prisoner, who has been convicted of an offence against a child(ren), is due to be released from *(name of establishment)* on *(date of release)*. He/she has not indicated where he/she intends to live on release. If he/she presents in your area, or comes to the attention of your staff in any way, further information on the risks he/she is considered to pose to children can be obtained from *(name of social worker and contact details)*.

Yours sincerely

Senior Social Worker

Form T/CCP

To: Chief Social Work Officer

From: Prison Based SW Unit Address

CHILD PROTECTION: PREPARATION FOR RELEASE OF OFFENDERS CONVICTED OF OFFENCES AGAINST CHILDREN

NOTIFICATION OF RELEASE

Name of Offender

Date of Birth

Offence(s)

Sentence

Court

Date of Sentence

Address on release

In accordance with the arrangements outlined in the Circular (and the corresponding circulars in England, Wales and Northern Ireland), I have to notify you that the above named offender is due for release on *(date)* and intends to reside at:

The purpose of this notification is to allow the Social Work Department, as the department in whose area:

Please tick appropriate box

- a The prisoner's own children are living
- b The child(ren) previously offended against is/are living
- c The prisoner intends to reside on release

to take any action which may be necessary to reduce the risk of children arising from the offender's release.

To assist your assessment and decisions, I attach the following information:

Please tick appropriate box

- a Prison based Social Worker's Report
- b Copy of SER
- c Details of related previous convictions
- d Other available reports

The following Social Work Departments are also known to be involved and are being notified (*insert local authority, reason for consultation and names and addresses of children where appropriate*):

1	
2	
3	

Name of Prison Based Social Worker

Date