

### Who do we share information with?

- ◆ our staff keep information about you in paper records and on computer
- ◆ we keep all records safe and secure
- ◆ on rare occasions, we may share information about you with other agencies if we felt someone was at risk of harm, but we would tell you first
- ◆ if you wish to know more, please ask your supervising officer for details.

### Do we use video recording?

- ◆ we record all programme sessions on video
- ◆ we use the DVDs to check that programme Facilitators are delivering the programme correctly
- ◆ no-one except the Facilitators' supervisor and a Home Office auditor sees the DVDs.

### Diversity

- ◆ the Probation Service is committed to valuing and respecting people's differences
- ◆ if you have concerns about race, religion, culture, gender, sexual orientation, child care or issues which may affect you taking part, please discuss this with your responsible officer.

### What are my rights?

You have various rights while you attend the programme.

You have the right to be treated fairly and without discrimination.

The Probation Service will not accept any racist, sexist or other discriminatory behaviour towards you from either staff or fellow group members.

If at any time you feel you have been unfairly treated, you have the right to make a complaint.

You should complain first to the Programme Manager. If you are not satisfied with the way your complaint has been dealt with, you have the right to complain to the Chief Officer, at the address below:

**6th Floor, Oakland House, Talbot Road,  
Old Trafford, Manchester, M16 0PQ**

**Tel: 0161 872 4802 Fax 0161 872 3483**

### Further information

For more information about anything in this leaflet, please talk to your supervising officer.

Jan, 2009

# Women's Programme



## Information for GROUP PARTICIPANTS



**GREATER  
MANCHESTER  
PROBATION  
TRUST**

### **What is the Women's Programme?**

- ◆ this is a group programme specially designed for women and addresses the reasons why women commit crime
- ◆ it will give you the best chance to stop offending and will show you how to take charge of your life, and achieve a better future
- ◆ there will be two experienced Facilitators delivering the programme.

### **How will it help me?**

The programme will teach you new skills and ways of coping with problems.

You will:

- ◆ solve problems, using a step by step approach
- ◆ identify your own strengths and build your self-confidence
- ◆ find out how to take the decisions which are best for you
- ◆ learn to manage stress and look at what are healthy relationships
- ◆ look at your life and decide what you need to change to keep out of crime in the future
- ◆ set yourself goals which you can achieve in the future.

### **What will I do in the group?**

Before joining the group you will meet with the programme's dedicated female Support Worker who will be available to you throughout your time on the programme.

She will support you where she can and introduce you to organisations that can help you sort out any issues or problems you may have in your life.

This might be debt advice, counselling services or help if you are in an abusive relationship - these are just some examples.

You will be able to discuss any concerns you may have, learn about the programme and sort out practical arrangements like how to get to the sessions and arrange childcare.

You will be in a group of up to 12 other women who, like you, have offended. The group will be led by two female Probation staff.

### **How long does the group last?**

- ◆ two sessions a week, each lasting up to two and a half hours - including a 15 minute break
- ◆ you will need to attend all of the 31 sessions
- ◆ when the programme finishes, you will attend a review meeting so you can discuss your progress.

### **What happens if I miss a session?**

- ◆ if you miss a session, contact your supervising officer immediately
- ◆ you will need to do a "catch-up" session before you can carry on with the groups. You can only do this a limited number of times, and only if your supervising officer agrees the reasons are acceptable
- ◆ if you miss two sessions without your officer accepting your absence, you will be in breach of your order and will have to go back to court
- ◆ if you have a problem that may stop you attending, such as child care or illness, please talk to your responsible officer.

### **Where is it?**

- ◆ the groups will take place in non-Probation, women only centres.