

Resident request is checked, agreed and signed off by head of employment.

FOGM are **notified by email** of a pending request with basic details of the resident and the next steps for meeting.

Resident receives FOGM release support document.

Process for release begins in line with probation service guidelines.

Prisoner is identified as requiring support from FOGM.

FOGM resident liaison will collect the form and process the requests accordingly.

For any meetings with residents the following process/guidelines are in place:

1. All meetings to be approved by HMP GM so the relevant movement slips for the resident can be signed off. Date agreed and any NOMIS flags are detailed.
2. All Prisoner meetings will be held at the agreed date and time in the library.
3. Actions agreed and any future meetings etc will be recorded via email to OMU.