

Unlocked

PARTICIPANT EXPECTATIONS POLICY

2024 cohort

unlockedgrads.org.uk

020 3949 4750

hello@unlockedgrads.org.uk

Charity No: 1187552 | Company No: 11448853

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PROFESSIONAL CONDUCT

The aim of Unlocked Graduates is to develop outstanding leaders to break cycles of reoffending in prison and throughout society. As an Unlocked Graduate, you have committed to leading the rehabilitation of some of the UK's most vulnerable and complex people. Your job is important. As such, the training you receive on the programme is important. We aim to provide you with the highest quality training opportunities and in return have high expectations when it comes to your levels of behaviour, engagement and attendance.

HMPPS AND LTU CONDUCT POLICIES

His Majesties Prison and Probation Service (HMPPS) and Leeds Trinity University (LTU) have behaviour policies which, if breached, will lead to action being taken which could ultimately result in your removal from the Unlocked programme (including the masters) and/or HMPPS. Criminal activity could also result in police involvement. As an employee of HMPPS and an enrolled student of LTU, these policies apply to you, in full, from the start of the Unlocked programme. It is important that you are familiar with these documents. The full policies are available online:

[Prison Service Instruction – Conduct and Discipline](#)

[Leeds Trinity University – academic policies](#)

[Civil Service Code](#)

By joining the programme, you agree to uphold these standards and the overall expectation to act with professionalism and integrity at all times.

SOCIAL MEDIA GUIDELINES

Media opportunities

We recognise traditional media and social media can have a crucial role in shaping public perceptions – for better and worse. There are restrictions on your use of media for your safety and for the integrity of the civil service. However, if you wish to get involved in this in a sanctioned and official capacity, we would love to feature you in our media work! There will be lots of opportunities to join our marketing, social media and press campaigns throughout the programme (all with full approval of the official Press Office). Please do reach out to press@unlockedgrads.org.uk if this is something you'd be interested in.

Do not contact the media

Only authorised staff, normally Governing Governors and the Ministry of Justice Press Office, are allowed to deal directly with the media. Unless you have specific permission, you are not allowed to use online websites or any other means to contact journalists/ the media about any aspects of your employment. All press queries should be referred to Unlocked Graduates' External Relations Director Sam Franklin on press@unlockedgrads.org.uk

Remember

Staff who do not comply with HMPPS policies or the Civil Service Code face the possibility of investigation and, potentially, disciplinary action. If your actions are considered to be a criminal offence this could also lead to prosecution.

The full HMPPS social media guidance can be found [here](#), and will be available on the HMPPS intranet when you get your login.

ENGAGEMENT, CONDUCT AND ATTENDANCE

(including Summer Institute and the Masters)

ENGAGEMENT

Training and education opportunities are a team effort. They are not there to be absorbed passively. When your levels of engagement are high, you learn more, those responsible for your learning can do a better job and your peers benefit. Most importantly, you come away better placed to help prisoners and break cycles of reoffending. Those who engage most with the Unlocked programme are those who get the most out of it.

Below are some examples of engagement we would expect to see from all participants:

- You should engage diligently with, and behave appropriately within, all learning activities. This includes being punctual and attending every session unless your absence has been authorised.
- You must remain focussed and engaged and not distract yourself or others during all training sessions. Mobile phones and laptops are not permitted during sessions.
- Be attentive to LTU information and check regularly for direct communications by email, on e:Vision and Moodle. Recognise that most learning will take place outside of the face-to-face teaching sessions, and that it will be dependent on your active engagement with the course materials.
- Keep your camera on and actively participate during online training.
- Ensure you are prepared for lecture days including completion of all required pre-activities.
- Arrive at 1:1s and group supervisions prepared to contribute effectively.
- Respond professionally to LTU staff communications in a timely manner and respect teaching staff time and resource by attending agreed appointments (either face to face or remotely) wherever possible. Evaluate constructively the quality of education and services at LTU when consulted.
- Act with academic integrity, ensuring you complete your studies in an open, honest and responsible manner. This means avoiding poor academic practice (including poor

scholarship and re-use of material) and academic misconduct (including plagiarism, collusion, fabrication and falsification and research misconduct).

CONDUCT DURING SUMMER INSTITUTE

- You must not use university computers or networks to access pornographic, offensive or security-sensitive material.
- You must not damage property or litter. If this occurs, you will be charged for any damage caused.
- You must only use permitted facilities and equipment, and for their proper purpose.
- You must adhere to building policies, including smoking policies.
- You must adhere to all policies relating to use of the accommodation.
- You must show respect towards all LTU staff.
- When using HMPPS facilities, you must abide by the rules in place at that facility and conduct yourself professionally at all times.
- You must follow all safety rules.

ATTENDANCE

We have very high expectations around your attendance both at work and during training. We do understand however that sometimes there might be important events or emergencies that require absence and hence this policy outlines the requirements and process around absences and details our expectations around the catch-up process.

DURING SUMMER INSTITUTE

You must have been taught all content at Summer Institute (SI) in order to qualify as a prison officer.

If you miss a session, the team will organise a catch-up plan for you, which will involve some catch-up outside of your usual teaching hours. Catch-up sessions add significantly to our trainers' workloads, and you miss out on peer interactions, so we will only offer catch-ups for good reasons. There are also some sessions which cannot be taught as catch-up (such as Use of Force), and so if you miss these, you may be unable to qualify as a prison officer.

It is your responsibility to communicate any absences with the programme team, so that catch-up plans can be put in place. There is more information on how to do this below.

Pre-approved absences

If you have a significant commitment during Summer Institute, you should submit your request for leave via the pre-SI survey. The team will then review your request and your Attraction Officer will notify you as to whether the request has been approved or not.

Please note that for the reasons outlined above, absence approvals are usually limited to one day per participant, and only related to specific events, as outlined below.

Where absence has been approved, the team will arrange a catch-up plan for you, which will be communicated via email in advance of the sessions you are missing. If a requirement for absence arises after you have completed the survey, you must tell us immediately via your Attraction Officer.

Examples of significant commitments include:

- Your graduation ceremony
- Wedding of immediate family member
- Funeral
- Deferred university assessment
- Medical appointment

Examples of commitments that would not be approved include:

- Holiday
- Weddings of friends
- Birthday celebrations or other social gatherings
- Music festivals/events
- Training courses

Ad-hoc absences

During Summer Institute, emergencies such as personal illness or a death in the family may also result in you having to miss sessions. If this happens, speak to your Mentoring Prison Officer and email/text the Programme team as soon as possible (programme@unlockedgrads.org.uk / 07542475943).

We also recognise that some content during training is of a sensitive nature and may at times be challenging or triggering for you. If you feel uncomfortable during one of these sessions, you are free to step outside the classroom to take a breather, but we encourage you to return to the classroom as soon as you are able, so as not to impact too much on your learning.

If ad-hoc absences result in such an amount of content being missed that a catch-up plan is not feasible, you will not be able to proceed on the Unlocked programme. Where absence is a result of illness, you can choose to either defer for a year and retake your training with Unlocked Graduates, or opt-out of the Unlocked Graduates programme and retake your training through the standard HMPPS prison officer route.

Your absences during Summer Institute will be reported to your prison as you are in HMPPS employment during this time.

AFTER SUMMER INSTITUTE

Rules about absence in the Prison Service are strict. They are particularly strict in an employee's probation period (the first year of employment). This includes justified or

authorised absence such as for illness. This is because attendance is so crucial for running a safe, decent and rehabilitative regime.

Attendance is considered unsatisfactory if sickness absence reaches the 'trigger point'. **During probation, this is four working days in a six-month period.** At this point you may receive a Written Improvement Warning. If your attendance does not improve in the period following this, you may be dismissed.

Your prison may take informal action such as meetings or a letter expressing concern even if your absence does not hit the trigger point.

Full details can be found in the [Prison Service's Absence Management Policy](#), which can also be found on the HMPPS intranet once you have your login.

Think about how you can keep yourself well to minimise absence. Keeping your work schedule balanced (not opting into too much overtime), eating well, good sleep, hygiene, managing your time spent on your Masters, and speaking to your line manager about stress at work all make a difference. You should always inform your MPO of any absence from work.

Unlocked training (inc. lecture days)

Lecture days are a crucial part of the Unlocked programme and attendance is therefore mandatory. The only reasons for pre-approved absence from lecture days/online training days will be due to being on leave, nights, or rest after nights. Of course, if you are on rest days and feel up to attending, you are more than welcome to do so.

You are permitted to miss no more than one full lecture day or online training day per academic year. We therefore advise you arrange your annual leave and/or any additional night shifts (in addition to those your detail department allocates) around lecture days. You are provided with the dates for the year well in advance to support you with this. Please note that all absences from your Unlocked training days will be reported to your prison.

If you have any exceptional circumstances which means you are unable to attend a Lecture Day, please email programme@unlockedgrads.org.uk, copying in your MPO as soon as possible. Please note these cases will need to be approved by your Head of Region.

1:1s / group supervision attendance

The support provided by your MPO on the programme is of great importance. Group supervision and 1:1s take place fortnightly. We appreciate there will be times where blocks of annual leave mean you will need to miss these sessions, but please consider these MPO touchpoints when booking off ad-hoc days.

Please see the separate document, which will be shared at a later date, for the process if this expectations policy is breached,