



Making a Nacro CAS-2 Referral Guidance

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1. About Nacro CAS-2

Nacro CAS-2, commissioned by the Ministry of Justice, provides housing and support to individuals without suitable accommodation in the community, for the duration of their Bail Order, Home Detention Curfew (HDC) licence period, individuals referred who are homeless on conditional release (HCRD) or applicants on licence considered for recall (ATCR). The CAS-2 service aims to reduce pressures on the custodial estate, and to provide participants with the stability and support they need to move on to a positive, crime-free future.

Support typically includes claiming benefits, budgeting, personal organisation, managing an accommodation licence agreement and accessing community support services. We do not provide specialist services such as counselling or other professional mental health support, legal representation or personal care. As we provide low level support, we need to ensure that participants can live in Nacro CAS-2 accommodation safely and independently.

2. Introduction

We receive a high volume of incomplete referrals where vital information about the applicant is missing or there is insufficient detail for us to fully assess their risk and needs. To reduce the number of incomplete referrals, we have redesigned the referral application forms to include information prompts, and issued this guidance to further support referrers.

The guidance is intended to help you understand why we need certain information, and to anticipate when we may have to suspend a referral in order to request mandatory information. Below we have outlined information that is often missing from Nacro CAS-2 referrals, which is crucial for us to accurately assess applicant eligibility and suitability, to ensure their safety and the safety of others in Nacro CAS-2.

3. How to refer to Nacro CAS-2

You can request a copy of the relevant referral application form from the Nacro CAS-2 Referral Hub by emailing referrals@nacrocas2.org.uk (this is a secure email address).

You can submit completed referral applications to this email address or fax them to us on **0113 262 1246**.

Our preferred referral channel is via email for quality reasons. If the received referral is sent by fax and is of poor quality, we will request that this information is resent to us via another channel before the referral is processed.

If you have any questions about the referral process or application forms, you can call the CAS-2 Referral Hub Monday to Friday, 8am-6pm and Saturday, 8am-1pm on **0300 555 0264** or **07423 434032** (alternative number). You can also email us with any question you have via referrals@nacrocas2.org.uk.

4. Completing the appropriate referral application

We now have three referral application forms instead of two. They are targeted at specific referrer types. As stated in the HMPPS CAS-2 Policy Framework, the specific referral applications are targeted at the following referrers:

Referral application type	Referrer type
Court Bail	Court-based probation staff
Home Detention Curfew & Prison Bail	Prison referrers
Homeless at Conditional Release Date, Alternative to Custodial Recall, Referrals from Approved Premises and Risk Assessed Recall Review (RARR)	Community-based probation staff or prison referrers

Some of the referral applications are split into two parts to clearly differentiate which parts should be completed by the referrer and applicant. The health needs section must be completed by the referrer after they have interviewed the applicant about their health needs, and consulted the relevant prison health teams where possible. If it appears that the applicant has completed inappropriate parts of the application, the referral will be returned to the referrer.

Top tip for prison referrers

When you meet the applicant to complete the HDC paperwork, take part two of the Nacro CAS-2 referral application in case they require CAS-2 accommodation. If they do, interview them about their health needs and ask them to complete part two of the form.

Whilst waiting for the HDC address checks to be returned, complete the rest of the Nacro CAS-2 referral application on your computer. This is so you can copy information about the applicant from relevant case management systems including P-NOMIS, and paste it in to the referral to save time.

Once you have the HDC address checks back from the Clearing House and the CAS-2 area has been approved, submit the referral to the Nacro CAS-2 Referral Hub.

5. Referrer and applicant signatures

You can submit the referrer and applicant signatures separately if you wish to complete the referral electronically and attach it to an email. This saves time, and paper, from printing off the whole document, signing it and then scanning it to attach to an email. Submitting the referral in this way also helps the Nacro CAS-2 Referral Hub to process your referral quicker, by copying and pasting the information from the electronic Adobe form into our system.

The pages containing the referrer and applicant signatures can be scanned and attached as separate documents to the email containing the completed Adobe referral form.

Alternatively, you can fax these two pages to us if you do not have access to a scanner

We cannot process referrals until we have both referrer and applicant signatures. If you cannot physically obtain the applicant's signature, due to an enclosed glass dock for example, please contact the Nacro CAS-2 Referral Hub for a Verbal Consent Form.

6. Eligibility

Before you start completing the form, please ensure that the applicant is eligible for CAS-2. General CAS-2 Policy Framework exclusions include the following applicants:

- Under 18 years old
- Currently assessed as high or very high risk of serious harm
- Who have a past or current conviction, caution or allegation of any sexual offences mentioned in Schedule 3 of the Sexual Offences Act 2003
- Not posing an unacceptable risk to themselves, Nacro CAS-2 staff, other Nacro CAS-2 participants and neighbours to Nacro CAS-2 properties
- Those who do not have sufficient financial resources to pay for accommodation either through personal funds or through Housing Benefit including recourse to public funds
- Those who are in breach of immigration laws other than overstaying an approved period of leave to enter/remain in the UK
- In the case of HDC, those that are ineligible for HDC (for more details, see the HDC Policy Framework)
- In the case of HDC, those that are currently in prison after failing to comply with their HDC licence conditions, serving a sentence for ROTL failure to return or breaching the curfew requirement of their Community Order

Eligibility is also based on referrers providing sufficient information for us to adequately assess the applicant's risk and support needs. Nacro CAS-2 is entitled to decline any referral where we consider that the referrer has not provided sufficient information on which to make an adequate pre-entry assessment of risk.

7. Effective information sharing

The information requested in the referral application forms is governed by the General

Data Protection Regulations (GDPR). A lawful basis for processing must be satisfied before an organisation can process any personal data. GDPR outlines six scenarios in which data processing is legally permitted in Article 6 of the GDPR. In five of these scenarios, the explicit consent of the person is not required.

In addition, if the data is sensitive in nature, such as health needs information, this is classed as special category data for GDPR purposes. In order to lawfully process special category data, you must identify both a lawful basis under Article 6, and a separate condition for processing under Article 9.

As long as an Article 6 lawful basis and an Article 9 separate condition have been identified to process special category data, the explicit consent of the applicant is not required.

It is the responsibility of each organisation processing personal and sensitive data to identify which Article 6 lawful basis and Article 9 separate condition are most appropriate for the purpose of processing the data, and sharing it with Nacro CAS-2.

Information Sharing Protocol across secure and detained settings

Effective information sharing arrangements are covered in the “Information Sharing Protocol across secure and detained settings” agreed by NHS England and NHS Improvement Health and Justice, Department of Health and Social Care, Ministry of Justice, Her Majesty’s Prison and Probation Service and Public Health England.

All health professionals, clinical teams and HMPPS staff working in secure and detained settings are subject to this Protocol. It states that “Each organisation is responsible for ensuring that all staff who operate under this Protocol are fully aware of their duties, either via training or other communicated means, and are operating in compliance with the Protocol at all times”. Please ensure that you are familiar with this Protocol and understand the principles in it to ensure effective information sharing with Nacro CAS-2.

We rely on Article 6(1)(b) of the GDPR which states:

“Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”

Nacro CAS-2 processes this information as it is necessary for us to deliver a commissioned government service, and therefore the information requested in the referral application is a condition of the applicant being referred to Nacro CAS-2.

Under Article 9(2)(b) of the GDPR, it states that processing is permitted when it is necessary for the purposes of carrying out social protection law obligations, and providing appropriate safeguards for the fundamental rights and the interests of the data subject. For example, this could include the safeguarding of the applicant and others residing or connected to CAS-2 properties to prevent serious harm.

The reference to social protection relates to “all interventions from public or private bodies intended to relieve households and individuals of the burden of a defined set of risks or needs ... The list of risks or needs that may give rise to social protection is, by convention, as follows: sickness and/or health care; disability; old age; survivorship; family/children; unemployment; housing; and social exclusion not elsewhere classified”.¹

We are transparent with applicants, through the applicant consent form, that their information will be shared with us as part of making a referral, and this is a condition of being referred to Nacro CAS-2. If upon seeing this statement in the consent form, the applicant objects to the sharing of their personal data including health needs, you should not complete the referral and inform them that the Nacro CAS-2 referral cannot be made without it.

1. Regulation (EC) No 458/2007 of the European Parliament and of the Council of 25 April 2007 on the European system of integrated social protection statistics (ESSPROS) (Text with EEA relevance)

8. Health needs

The new referral applications no longer request information about support needs such as debt or employment as these types of needs do not have a bearing on the referral decision. Instead we now focus on requesting information on five health needs which are fundamental to our pre-entry risk and support needs assessment.

Health needs are often intertwined with risk, and certain health needs, such as substance misuse, can heighten an individual's vulnerability. Therefore, we require information about their health needs to help us contextualise the applicant's risk further.

As we provide a low level of support (as per the CAS-2 service delivery model), we need to assess whether we can provide the level of support the applicant requires to live safely and independently in our properties.

Relevant health need information detail we require has been built into the referral applications through a series of suggested prompts located on the right-hand side. These prompts should help to guide your conversations with the applicant, and the appropriate prison health team in the case of HDC and prison bail referrals. Where the suggested prompt is relevant to the applicant's health needs and circumstances, please provide full details to avoid the referral being suspended until relevant information is provided.

If the applicant has a specific need, please provide us with the full name of this need. For example, if they have a personality disorder need, please provide us with the type of personality disorder. We cannot process the referral further until we have this information, as it may impact on our assessment.

If the health need is complex or uncommon, we may need to ask for more information to fully understand the associated support needs. In these cases, please provide us with as much detail as possible to avoid the Nacro CAS-2 Referral Hub suspending the referral and the process being delayed. For example, if the applicant has a serious mental health condition, please provide us with as much information as possible using relevant suggested prompts as a guide.

As stated above, health need information, where possible, should be confirmed and expanded upon by the appropriate health team in the case of HDC and prison bail referrals. Failing to confirm this information can have serious implications for both the applicant, Nacro CAS-2 staff and other participants in our properties, and we want to ensure we are best equipped to support our participants when they are in our duty of care.

Where there are serious discrepancies between the applicant's health needs indicated on the referral application and their health needs when they come into CAS-2, we will seek to understand why this occurred and hold the prison to account. In these instances, the CAS-2 contract management team will be notified to help us understand this discrepancy so that we can prevent it from happening again in the future.

Top tip for prison referrers

When confirming the applicant's health needs with the relevant prison health team, we recommend building an automatic request notification into your internal processes when you know CAS-2 accommodation is required.

In most cases you will know it is required when completing the HDC paperwork with the applicant. If at this stage the applicant requests Nacro CAS-2, ask them to complete part two of the referral application, and sign the applicant consent form to say they consent to the Nacro CAS-2 referral being made.

Once you have this, send the notification to the health teams to request this information while you wait for the HDC address checks to be returned from the Clearing House. This notification could take the form of a standard email which mirrors the health need questions and prompts.

If a court bail applicant has a "Liaison & Diversion Court Report" or L&D assessment, please provide us with a copy or embed the information in the relevant boxes provided.

Where the relevant health team has indicated on the referral application form that they will make a referral to their counterparts in the community, when we are able to make an accommodation offer on a suitable bed space, we will coordinate with you and the relevant health team to ensure the community referral is made. This ensures that the applicant continues to receive the care and support they require for their health needs in the community, and to avoid any wellbeing issues arising in the first weeks in the service.

9. Current or alleged offences

In this section, please provide the legislative title of the current or alleged offence/s. If this is a bail referral, please also provide details of any outstanding charges if relevant.

We ask for details of what happened in relation to the current or alleged offence/s, as it helps to contextualise risk. This information can be found in section 2 – offence analysis and section R.6.1 of the applicant's OASys if they have one. In the case of HDC and prison bail referrals, when contacting the prison offender manager to ask for help in completing the risk of harm section, it would be useful to ask them for this information at the same time.

We only require the victim's name and the geographical area they live in to ensure that we allocate the applicant to a Nacro CAS-2 property, where there is a safe distance between the applicant and victim where required. We also require details of any exclusion zones or prohibited areas so that we do not inadvertently allocate the applicant to a property which is in the vicinity of these areas.

10. Past offences

10.1 Rehabilitation of Offenders Act 1974

In this section, please provide the legislative title of the current or alleged offence/s. If this is a bail referral, please also provide details of any outstanding charges if relevant.

Like other registered providers of social housing, Nacro CAS-2 is subject to the Rehabilitation of Offenders Act 1974 (ROA). The ROA allows most convictions (and cautions) to be considered spent after a specified period of time known as the rehabilitation period.

This means that the individual is not legally obliged to disclose a spent conviction as it is protected by law. It is against the law for you to disclose spent convictions when completing a Nacro CAS-2 referral.

ROA help and support

The table on page 18 provides a detailed guide on how long it takes for criminal records to be spent. If you need more information or support on understanding whether a conviction is spent, please contact Nacro's Criminal Record Support Service on 0300 123 1999 or email helpline@nacro.org.uk.

The rehabilitation period is determined by the sentence or disposal that was received. For custodial and community sentences, the rehabilitation period will start from the end of the total sentence imposed by the court (including the licence period) – not from the time served in custody (i.e. the day of release).

The rehabilitation period includes an additional buffer period that runs from the end of the sentence. This buffer period is determined by the length of total sentence imposed. Buffer periods are halved if the person was under 18 years old when convicted, except for custodial sentences of six months or less where the buffer period will be 18 months.

10.2 Specific past offences

We ask referrers to give more detail around offences related to arson, stalking and harassment, weapons and firearms, violence, domestic abuse, and hate crimes, as these offences directly impact on our pre-entry risk assessment. To avoid any requests for additional information, please follow the specific detail prompts for each type of offence below.

10.2.1 Arson

We consider arson offences on a case-by-case basis. We use the following factors to determine whether we can accept these referrals when assessing suitability:

- Circumstances surrounding the act of arson (what, why, where, when and how)
- Was the act intentional or reckless and their motivation for committing the act?
- Was anyone harmed by the act?
- If not, did the act deliberately put people at risk of harm
- Likelihood of anyone being harmed by the act
- Extent of the damage caused by the act
- Any aggravating or mitigating factors
- Applicant's state of mind when they committed the act including whether they were intoxicated

10.2.2 Stalking and harassment

- Relationship between the applicant and victim
- Type of conduct the applicant engaged in against the victim
- What was their motivation for stalking/harassing the victim?
- Any previous breaches of restraining orders related to the stalking/harassment offence

10.2.3 Weapons and firearms

- Weapon type
- Was the weapon involved in an offence against the person?
- If so, was anyone hurt?
- What was their motivation towards possessing or carrying the weapon?

10.2.4 Violence

- What did they do?
- Where did the offence occur?
- Any victims or property damage
- If there was property damage, what was the extent of the damage?
- Why did they do it?

10.2.5 Domestic abuse

- Relationship between the applicant and victim
- Did the offence relate to physical violence and/or abuse including financial and psychological/emotional?
- Any previous breaches of restraining orders related to domestic abuse?

10.2.6 Hate crimes

- Type of hate crime e.g. disability, race, religion, transgender identity, sexual orientation etc.
- Relationship between the applicant and victim
- Behaviour towards the victim

10.3 Other unspent offences

Please provide us with general information about any other unspent convictions which have not been detailed in the specific past offences section.

If the applicant has committed the same offence more than once, you can group these offences together and give the time period in which these offences were committed. See the examples below for guidance on how to group these convictions together:

Date	List any other unspent conviction using the format example below
2015-18	3 x Theft and Kindred (if related to drug offences, separate into possession or supply)
2010-17	40 x theft and kindred
2015-17	3 x fraud
2012-17	3 x possession with intent to supply
2016-18	10 x drug possession

11. Risk of serious harm

As stated in the preamble to the risk section, we need to manage risk effectively to ensure participant safety and the safety of others in our properties, as well as our support staff and neighbours. We are under myriad legal obligations to manage risk as we are regulated by the Homes and Communities Agency as a registered provider of social housing, and the Charity Commission, as a charity. For example, if we house two participants together who present with paralleling risks, this may significantly increase the overall risk within that property. Therefore, understanding the risk posed by the applicant is essential for ensuring that we make safe and accountable placements when allocating an applicant to a particular Nacro CAS-2 property.

We need the details of the applicant's most recent OASys. If the OASys has not been updated during the current sentence, please provide details of the applicant's last OASys. We cannot accept OASys assessments that are older than 6 months, unless the POM or COM can confirm the last OASys risk levels remain accurate.

Within the Offender Management in Custody (OMiC) model, prison offender managers are resourced to provide Nacro CAS-2 referral support to referrers with no access to OASys. If a referrer has no access to OASys they must consult the prison offender manager for the information requested in the risk section before the referral will be processed further.

11.1 Risk of Serious Recidivism score

If an OASys has not been completed for a HDC applicant, we ask for their Risk of Serious Recidivism (RSR) Score. The RSR score determines whether the applicant will be supervised by the Probation Service (PS) following sentence. If the RSR score determines that the applicant will be supervised by the PS, then it is likely that the applicant poses a high or very high risk of serious harm, and thus is ineligible for CAS-2.

11.2 OASys risk category table

We have replicated the OASys risk category table from section R.10.6.

If you have indicated that the applicant poses a medium risk against the OASys risk categories in the table, please provide detail about the risk recorded in OASys following the prompts in the blue boxes on the right-hand side.

11.3 Risk indicators where there is no OASys

If there is no OASys, we ask that referrers look at other case management systems such as P-NOMIS to identify whether any risks exist in the same OASys risk categories.

To ensure that each of the questions in the risk section has been considered for applicants without an OASys, please answer 'yes' or 'no' to confirm this. This will prevent the Nacro CAS-2 Referral Hub from contacting you to confirm that no risk exists in these categories.

11.4 Level of risk detail required

The risk section has been redesigned to more accurately align with how risk information is assessed and set out in OASys. This is so that relevant information can be quickly copied from OASys into the new Nacro CAS-2 referral application forms.

Prompts in the blue boxes on the right-hand side are replicated from sections R10.1 to R10.5 of OASys. Where there is information present in these sections of the applicant's OASys, please copy the relevant parts of it into the boxes provided.

Where risk of serious harm to children has been identified, more detail about this specific risk can be found in section R.7 of OASys.

11.5 Self-harm, suicide and vulnerability

As self-harm, suicide and vulnerability are not assessed as a specific risk level in OASys, we now ask whether these types of risk are/are not present on OASys or other case management systems. If there are no risk indicators, please tick 'no' for these questions.

If there are risk indicators, please provide details in the box provided using the prompts in the blue boxes. Where suicide and self-harm are identified as risks in OASys, please use section R.8.1.1 to R.8.4.1 to provide us with detail.

11.6 Cell Share Risk Assessment

We ask for details about the applicant's Cell Share Risk Assessment to understand if there are any identified risks in relation to the applicant's ability to live in shared accommodation with other participants. If they are categorised as standard on the Cell Share Risk Assessment, please tick 'standard' and move onto the next question. If the applicant is categorised as high, please tick 'high' and provide details following the prompts below:

- What is the risk?
- Who is at risk?
- Why are they at risk?

11.7 Gangs

We ask for information on gang membership or affiliation so that we can avoid placing applicants in a property with similar or rival gang members, or in the area where their particular gang or a rival gang operates. If there is no evidence of gang membership or affiliation, please tick 'no' and move onto next question. If there is any evidence of gang membership or affiliation, please tick 'yes' and provide details following the prompts below:

- What is the applicant's gang called?
- What area does it operate in?
- What are the rival gangs' names?
- What areas do the rival gangs operate in?

12. Community supervision and HDC licence conditions

If you are making a HDC referral, please fill in section 8 of the HDC & Prison Bail referral application form. The referral should be completed once the HDC address checks form has been returned from the Clearing House.

The returned form should contain information relevant to this section including the community offender manager's details and, if known at this stage, details of any non-standard licence conditions. When calculating the HDC expiry date, please do not subtract 10 days from this date.

13. Prison bail referrals

If you are making a prison bail referral, please complete section 9 of the HDC & Prison Bail referral application form. Before you complete this section, please read our “How to make a Nacro CAS-2 prison bail referral: Information for prison referrers, legal advisers and courts leaflet”.

This leaflet provides information on the correct process to follow when a remand prisoner needs to make a bail application and Nacro CAS-2 accommodation is required. You can request a copy of this leaflet from the Nacro CAS-2 Referral Hub by emailing **referrals@nacrocas2.org.uk**.

If the applicant was supervised by The Probation Service before they were remanded in custody on the current charge/s, please provide details of the offender manager who was previously supervising them in section 9.1.

14. Risk Assessed Assessed Recall Review (RARR)

If you wish to make a referral for a RARR case please complete our HCRD, ATRC and AP Referral Form. Please send your completed form to **referrals@nacrocas2.org.uk**. Our Referral Team will assess suitability and respond to you directly.

15. Requesting a Nacro CAS-2 family property

If the applicant would like to apply for a Nacro CAS-2 family property, please complete a CAS-2 Family Property Application Form. You can request a copy by emailing **referrals@nacrocas2.org.uk**.

Please provide details for all of the children/dependants the applicant wishes to live with in a CAS-2 Family Property. We ask about their health needs, including mobility, to understand if we can identify a property which can meet the needs of the children and/or dependents.

We ask about the school the children/dependants attend so that we can, to the best of our ability, make an offer on a property which is close to their school. This is to minimise any disruption to their education.

We ask about social services involvement as part of this form to understand what safeguarding arrangements need to be made to keep the children and dependants safe whilst they reside at Nacro CAS-2.

Similarly, we ask about any prohibition orders to support the safeguarding of the children/dependants while in Nacro CAS-2. It is important that we seek clarification from social services regarding the suitability of placements for children.

We require details around residency or contact agreements so that we can ensure that we can support the applicant with these agreements while they reside in CAS-2 accommodation with their children/dependants.

16. Requesting a gender-specific Nacro CAS-2 support worker

Services to female participants will be delivered by appropriately trained staff to be able to deliver support to women. Female participants will be offered all support sessions by female personnel as standard. A male can provide support on a case by case basis if requested by the female participant or if prior approval is given by The Authority.

17. Requesting a Nacro CAS-2 property area

We no longer accept referrals where the applicant has requested ‘any’ Nacro CAS-2 property in England and Wales. We have changed our policy as requests for “anywhere” have led to multiple problems within the service. For more information, please read our “Nacro CAS-2 Referral Application & Allocation Policy” which is available on the Nacro website or by emailing referrals@nacrocas2.org.uk.

Annex B provides you with regional maps containing the areas where male and female Nacro CAS-2 properties are located. These maps will be updated when we commission new Nacro CAS-2 properties and decommission others. When we update these maps we will email referrers to communicate these changes. Please use these maps and discuss them with applicants to choose CAS-2 areas following the principles below.

Please make applicants aware that the requested CAS-2 areas are also subject to a risk assessment.

17.1 HDC applicants

HDC applicants can request up to two CAS-2 areas closest to where they have a local connection. We are using local connection as a principle to determine which Nacro CAS-2 property areas applicants can request, as this helps us to secure move accommodation with local authorities where certain conditions are met. It also helps to house the applicant in an area that they are familiar with and have established support networks, to give them the best chance at resettlement on release.

Local connection means:

- They lived in the area for 6 out of the last 12 months before prison, or three out of the last five years
- Immediate family (parents, children, siblings) has lived in the area for at least five years
- They have secured full or part-time work in the area
- They have a special reason to live there e.g. to receive specialist healthcare

Where they were of No Fixed Abode before custody they can request two CAS-2 areas closest to their allocated probation office, as identified in the returned HDC address checks form.

If the applicant wants to live somewhere else, they must provide us with the area they have chosen in section 4.4 of Part 2 of the referral application, and provide a reason for this request e.g. they intend to resettle here in the long-term and have made plans to support this relocation. The Offender Manager must approve the proposed new area and upon an offer being made, we ask that transfer arrangements are made with the new probation area for care-taking purposes.

17.2 Prison bail applicants

Prison bail applicants can request two CAS-2 areas closest to the court where their case will be held. Please use the court details in section 9.4 of Part 1 of the referral to determine where the nearest Nacro CAS-2 property is in relation to the court location.

If their local connection is elsewhere i.e. a great distance from the court, they can request the area where they have a local connection in section 4.4 of Part two of the form. In some prison bail cases, we may offer an alternative area in reasonable distance from the requested area. We will contact you to discuss this with the applicant if this situation should arise.

17.3 Court bail applicants

Court referrers should contact the Nacro CAS-2 Referral Team to discuss real time vacancies in the service, and whether any of the vacancies are suitable for the applicant. After discussing the vacancies with the Referral Team and applicant, please write down the area where the vacancy is located in section 12.3 in the Court referral application.

18. Additional court ordered support sessions

In the case of court and prison bailees, if the court believes that the applicant requires more than one 30 minute support session per week, the court can mandate additional sessions. If the court would like to impose more than one session, please clearly indicate this in section 6 of the Court Bail referral application. For more details, please email referrals@nacrocas2.org.uk.

19. Applicants paying for Nacro CAS-2 with own funds

If the applicant states that they will pay for Nacro CAS-2 from their own funds, we will ask for details about their income or savings. We have to ensure that the applicant can adequately pay for CAS-2 accommodation so that they do not inadvertently accrue debt while at Nacro CAS-2, thus leaving their accommodation licence in a vulnerable position. Residents may be eligible for help with rent payments if they are in employment through use of the employment rent offset scheme.

SPENT?

The Rehabilitation of Offenders Act 1974 gives people with spent convictions, cautions, reprimands and final warnings the right not to disclose them when applying for most jobs, courses, insurance or other purposes

Important changes reducing rehabilitation periods under the Act were implemented in March 2014. The table below sets out the time it takes the main current sentences to become spent.

Rehabilitation periods for sentences with <u>no</u> buffer periods		
Sentence/disposal	Rehabilitation period for adults (aged 18 or over at the time of conviction, or at the time the disposal is administered)	Rehabilitation period for young people (aged under 18 at the time of conviction, or at the time the disposal is administered)
Absolute discharge	Spent immediately	Spent immediately
Bind over	At the end of the order	At the end of the order
Compensation order	When paid in full	When paid in full
Conditional caution/ youth conditional caution	3 months or when caution ceases to have effect if earlier	3 months or when caution ceases to have effect if earlier
Conditional discharge order	At the end of the order	At the end of the order
Endorsements (imposed by a court)	5 years	2½ years
Fine	1 year	6 months
Hospital order (with or without restriction)	When order ceases to have effect	When order ceases to have effect
Referral order	At the end of the order	At the end of the order
Relevant order	When order ceases to have effect	When order ceases to have effect
Reparation order	Spent immediately	Spent immediately
Simple caution/youth caution	Spent immediately	Spent immediately
Rehabilitation periods for sentences with buffer periods		
Community order or youth rehabilitation order	Total length of order plus 1 year	Total length of order plus 6 months
Prison sentence or detention in a young offender institution for 6 months or less	Total length of sentence (including licence period) plus 2 years	Total length of sentence (including licence period) plus 18 months
Prison sentence or detention in a young offender institution for over 6 months and up to and including 30 months (2½ years)	Total length of sentence (including licence period) plus 4 years	Total length of sentence (including licence period) plus 2 years
Prison sentence or detention in a young offender institution for over 30 months (2½ years) and up to 48 months (4 years)	Total length of sentence (including licence period) plus 7 years	Total length of sentence (including licence period) plus 3½ years
Prison sentence or detention in a young offender institution for over 48 months (4 years) or a public protection sentence	Never spent	Never spent

A full list of rehabilitation periods for all sentences can be found at nacro.org.uk

Nacro's Criminal Record Support Service — Call **0300 123 1999** Mon-Thu 9am-5pm, Fri 1-5pm
Email: helpline@nacro.org.uk