



Nacro >

Release on temporary licence (ROTL) best practice

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- > The employer should provide the prison with a clear job description and person specification for the role or work with the prison to develop these. They should also detail what skills are required and work with the prison to look at what steps can be put in place to help applicants acquire these skills.
- > A risk assessment will be carried out by the prison, with the final review and recommendation being carried out by the prison governor.
- > Suitable ROTL applicants should be identified and/or approved by the prison and then referred for an initial meeting and/or interview with the employer at the prison.
- > A review of the interview should be carried out by the interviewers and an update given to the prison as to the success of applicants.
- > A disclosure statement should be provided to the employer by the ROTL applicant accepted onto the work placement. **Very important:** the statement should include details of [all unspent convictions](#) – not just the details of the offence(s) for the sentence the prisoner is currently serving.
- > A reference for the ROTL applicants should be written by the Head of Resettlement at the prison.
- > A site visit should be carried out by someone from the prison to confirm that it is suitable. This should include a risk assessment for public and prisoner safety.
- > A separate risk assessment should be carried out by the employer on the ROTL applicant, in line with their own policies and procedures. They should assess the environment and role to be undertaken, the risk and relevance of the applicant's criminal record and any support needs they may have. They should put any necessary safeguards in place.
- > A professional boundaries agreement should be completed between the employer and the new ROTL member of staff. A sample agreement is contained in Appendix F.
- > Details of the ROTL member of staff's criminal record should only be shared with those who have a need to know. All information should be stored securely in compliance with data protection laws.
- > The ROTL member of staff's line manager should be responsible for any training and induction and supervision at the start of the placement.
- > Risk assessments should be reviewed every few weeks for the ROTL member of staff by the employer.
- > Where an incident of any type occurs, the risk assessment must be reviewed immediately by the employer.
- > Once every couple of weeks the employer should speak to the designated person at the prison to talk through any issues, concerns and success. Visits to the placement are likely to be carried-out by prison staff from time-to-time.

- > Any serious concerns need to be raised immediately by the employer (depending on the nature and severity) with the ROTL member of staff, with the potential for the placement to end with immediate effect.
- > In addition, the prison should be informed of the serious concerns and the outcome that is desired by the employer.

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