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| **Details of organisation requiring assistance** |
| Name of person/organisation: |  |
| Contact phone number for person/organisation: |  |
| Email address: |  |
| Address of person/ organisation:Post Code: |  |
| What does the organisation do? |  |
| **How we may be able to help you** |
| Tell us about the work you need to have done. |  |
| How would the work that you are asking us to do help the individual recipient, your organisation or your community? |  |
| Any other relevant information, including materials? |  |
| Do you agree to participate in publicity, i.e. newspaper/radio/TV to promote the Work of Community Payback? |  |
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| **How to make your request for help – send this form to us:** **Email it to:** CJCommunityPayback@dumgal.gov.uk       **Post it to:** Unpaid Work Team, Community Payback, Criminal Justice Social Work, Dumfries and Galloway Council 8 King Street, Dumfries - 01387 273730Ashwood House, Sun Street, Stranraer - 01776 888400If you want to discuss your project before making a formal request for help, please phone 01387 273730 and ask for the Unpaid Work Team.*We will endeavor to acknowledge your request within 5 working days of receipt, and we will give you an approximate timescale for getting in touch with you to discuss your project further.* |

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| Offenders have been carrying out useful work across Dumfries and Galloway for about 30 years. We are not allowed to take on tasks that would otherwise be carried out as part of someone’s paid work.We can assist voluntary and not-for-profit organisations in need. We try to make sure that all areas of Dumfries and Galloway benefit from our work. While we like to take on projects where there is a wider benefit to the community, we are also happy to receive requests for small projects. Please note that although we can provide a work-force and tools, costs for materials and associated costs will be your responsibility. Mileage costs are £5 one off fee and 20p per mile for any travel incurred from closest UPW unit. Our staff will discuss this in more detail with you if we are likely to be able to help you. We need to make sure that we can carry out the work:* To a good standard – we will tell you if we have the skills to carry out your project
* Safely – we will assess Health and Safety issues with you
* With access to necessary facilities for workers – toilets and somewhere sheltered for breaks
* At the time you need the work done.

We will acknowledge your request within 5 working days, and will give you an approximate timescale for getting in touch with you to discuss your project further. However, please note that we have a schedule of tasks and projects to carry out which may extend for several months ahead, and that we cannot guarantee being able to start work immediately. We will keep you informed about likely start dates. It is possible that factors beyond our control may delay work – an example of this would be snow falls, when all Community Payback workers can be diverted onto winter emergency duties.We will ask you, at the end of a piece of work, to give us information about how we have performed, to help us plan future projects effectively. We have by law to report annually on the work that we have carried out in the community, and we will use the information given by all recipients of work in preparing this report; we will not use information identifying any individual recipient without consent. |

**About Community Payback**

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| Community Payback is a key part of the Scottish Government's new approach to community-based sentencing. It starts from the principle that community-based justice should be speedy, should be seen as relevant, and should be visible to the community.It highlights two important points:* That custody should only be used when it is needed, to reflect the seriousness of the offence, and for those individuals who pose risk of harm. Therefore community sentences should be the default choice for less serious offenders; and
* That sentences served in the community should involve 'payback' - that those people who have damaged their communities by their offending should make reparation to the community, and thus indirectly, to those people whom they offended against. While Payback may be through Unpaid Work or by paying compensation, the concept also includes paying back to the community by working at changing patterns of unacceptable behaviour.

While Unpaid Work is an important part of Community Payback, there are a number of other conditions that may be attached to an order, all of which are designed to reduce the risk of an individual re-offending.Community participation is a key part of the Community Payback strategy. You or your organisations are providing useful opportunities for offenders to develop skills which may help them avoid future offending. |

**Office use only**

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| Project Reference Number |
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| Public Liability Assurance | Council Insurance | Referrer Insurance | Insurance number |
| X |  |  |

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| Project Accepted (please note reason if not accepted) | Communication with Requester | Sign on Date | Service User Engagement | Assigned CPO |
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| Project Comments/Additional Information |
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**Project Completion**

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| --- | --- |
| Project Completion Date |  |
| Project Completion Comments |  |
| Communication with Requester |  |