



THE BUTLER TRUST AWARDS

Celebrating excellence in prisons, probation & youth justice

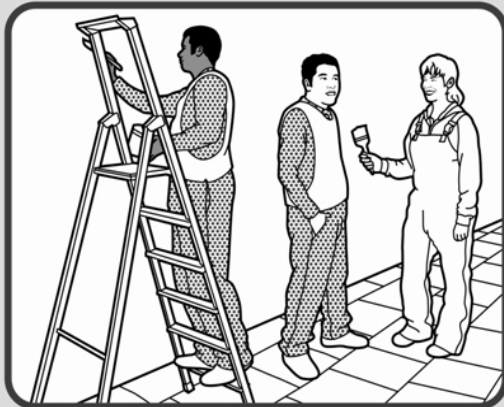
There's a lot of good things going on...



John Smith is always willing to help



Bob & Joanne's new course is great



Jean Jones is an inspiration to us all



Who will YOU nominate?

...help us give credit where it's due

NOMINATION FORM AND GUIDANCE

The Butler Trust Awards were launched in 1985 in memory of the reforming former Home Secretary, **RAB Butler**. Our Awards - which are the most prestigious of their kind - recognise and celebrate outstanding practice by people working in prisons, youth justice, probation and criminal justice social work, throughout the UK.

Our Awards were the first specifically for people working in correctional settings and:

- are judged by an independent panel;
- cover custody & the community, and adults & young offenders, across the whole of the UK;
- are presented at an Annual Award Ceremony by our Patron, **HRH The Princess Royal**.



And beyond the Award Ceremony we work with our Award Winners and Commendees to help them to develop and spread their practice further, and we publicise and share their achievements through our magazine, *Inspire*, and online directory of good practice.

What are Awards given for?

The Butler Trust Annual Awards recognise outstanding dedication, skill and creativity by people working in prisons, probation or youth justice settings across the UK.

Awards and Commendations are given for work with offenders or staff over a sustained period (usually at least 12 months) which has had a positive impact in any of the following areas:

- management and care of offenders;
- health and well-being of staff;
- crime reduction and other public benefits.

Awards and Commendations can be given for any work which meets these criteria. Whether it involves a new way of working or 'just' someone doing their ordinary job extraordinarily well, there is a place for it within the Butler Trust Annual Award scheme.

Who can make a nomination?

Anyone can make a nomination - though you can not nominate yourself.

Why should you make a nomination?

From staff working in national projects to local volunteers, people in our sector rarely get the credit they are due - whether from colleagues, management or the wider public - and their work is often little understood.

Our Awards and Commendations, which are supported at the very highest level, give people working in prisons, probation, criminal justice social work and youth justice the public thanks and recognition they deserve, as well as giving them the opportunity to influence policy and practice at a national level across the UK.

Who can you nominate?

You can nominate anyone working in prisons, probation or youth justice, whether as a member of staff, a volunteer or an employee of outside organisation. You can nominate an individual or two or more people jointly - though please note Awards are rarely given to more than four people together. And there is no limit on the number of times someone can be nominated - though the Trust would not normally recognise someone twice for the same work.

What should you put in a nomination?

Your nomination should explain in your own words why you think the person (or people) you are nominating deserves the national recognition of a Butler Trust Award. You should include, if possible, as much information as you can about any benefits of their work for offenders, staff and the wider public. [If you are nominating more than one person jointly, you should describe the contribution each has made.]

What will happen to your nomination?

Your nomination will be forwarded to your local Butler Trust Co-ordinator who will collect some additional information to help our Awarding Panel in their deliberations and will then submit the nomination and additional documentation to The Butler Trust.

All nominations sent to us are reviewed first by a Sifting Panel and, if they are shortlisted by them, are then reviewed by a separate final Judging Panel. Because of the large number of nominations we receive and to make sure they all get the attention they deserve, the review process takes quite a long time to complete and the final list of Award Winners and Commendees each year is announced each December.

When should you submit your nomination?

Nominations can be submitted at any time but the cut-off for each Annual Awards cycle is the **31 May** each year. To allow time for your local Butler Trust Co-ordinator to collect the additional information we require, please complete your nomination by the **end of April** if possible.

Where should you send your nomination?

Where you should send your completed nomination depends on the setting in which the person (or people) being nominated works - as set out in the table below.

[In the case of someone employed by an outside agency the nomination should still be submitted through the setting relevant to their work.]

nominee work setting:	send nomination to:
Custodial settings	
Prison, Young Offender Institution / Centre	Governor/Director
Secure Training Centre / Juvenile Justice Centre	Governor/Director
Secure Children's Home	Manager/Director
Headquarters	
NOMS – England & Wales (exc PSC)	Chief Executive of NOMS
NOMS – Prison Service College (PSC)	Head of Prison Service College
Youth Justice – England & Wales	(National) Director of Youth Justice
SPS – Scotland	Chief Executive of SPS
NIPS – Northern Ireland	Director General of NIPS
Youth Justice Agency – Northern Ireland	Chief Executive of YJA

Some examples of recent Awards

The following examples give some idea of the wide range of work recognised through the scheme:

- Phil Raistrick is a Prison Officer at HMP Leeds and was the driving force behind B1, a specialist unit for vulnerable prisoners which links closely with psychology, education, and mental health and safer custody teams, and has helped to reduce self harm and equip prisoners to return to normal location.
- Kate Knight is a Probation Officer from the Surrey and Sussex Probation Trust. She is described by her manager as “an exceptional member of staff” and by a former colleague as “without doubt the finest practitioner I have worked with”.
- Janet Holmes is the Staff Welfare Officer in the Northern Ireland Prison Service has worked tirelessly and with skill and sensitivity to support staff in a wide range of welfare issues. She has played a key role in helping staff and families deal with the unique challenges of working in this environment.
- Rory Macrae and Moira Andrew from Edinburgh Criminal Justice Social Work team, and Monica Wilson from CHANGE, developed the Caledonian System for tackling domestic violence and safeguarding families. The programme has since achieved national accredited status.
- Kate Fenwick is a volunteer with the County Durham Youth Offending Service. She was nominated for the passion, skill and dedication she has demonstrated over more than 10 years, and she is widely respected as an inspirational figure by both her colleagues and the offenders she works with.

Further information...

For further information about our Awards, please visit our website www.thebutlertrust.org.uk or contact the Butler Trust office - t: 020 8688 6062, e: info@thebutlertrust.org.uk.

[nomination form overleaf]

NOMINATION – PART ONE

I am nominating *(name/s):*

I am making this nomination because *(please tell us what makes their work outstanding and describe any benefits for offenders, staff or the wider public – NB please do not exceed the space available and if typing, please use min 10pt font):*

My name:

My Location / Service (eg HMP Brixton / Leics Probation):

My Unit / Department (eg A wing / Child Protection Team):

Please forward to the person indicated in the notes – please do not send direct to the Butler Trust