

VISITOR INFORMATION

HMP GARTH

POPS: Who are we?

Supporting a loved one during a prison sentence or a period of remand can be a very difficult time for family and friends. Practically and emotionally there are many challenges to overcome. This booklet (put together by POPS) aims to help families access the information and support they need as they navigate the prison system.

POPS (Partners of Prisoners and Families Support Group) strive to provide advice and support for all visitors on a range of issues. We also offer one to one support at times to suit families. Family Forums are also available for families to get involved in, allowing families the opportunity to express any concerns that they may have.

POPS was founded in 1988 by Farida Anderson MBE for families of prisoners. **POPS** provide support services to families of offenders, at the following establishments:

HMP Buckley Hall
HMP Garth
HMP Full Sutton
HMP Hindley
HMP Kirkham
HMP Lancaster Farms
HMP Liverpool
HMP Manchester
HMP Preston
HMP Thorn Cross
HMP Wakefield



First Things First...

Important Numbers

Booking Line: 01772 443 503

Prison Switchboard: 01772 443 300

Visitor Centre: 01772 622 129

Prison Address: Ulnes Walton Lane, Leyland, PR26 8NE

Visit Times

Monday				
Tuesday			14.00-15.45	
Wednesday			14.00-15.45	
Thursday			14.00-15.45	
Friday				
Saturday			14.00-15.45	
Sunday			14.00-15.45	

How to book a visit

Visits are booked by family members prior to your visit. In general the prisoner is allowed 3 adult visitors and 3 children under 18 on each visit. Larger groups of children may be permitted to visit at the discretion of the governor. Sentenced prisoners receive a minimum of two 1 hour visits per 28 day period. Enhanced prisoners can receive a total of five visits.

Families can book a visit by going online at www.gov.uk/prison-visits

NEED SUPPORT?

Contact POPS on **0161 702 1000**

To book a visit online you will need:

- the prisoner's number
- the prisoner's date of birth
- the dates of birth for all visitors coming with you
- to make sure the person you're visiting has added you to their visitor list

Your visit will be confirmed by email within 3 working days of making your request. If you've made an online visit booking request and haven't received a confirmation email within 1-3 working days, email socialvisits.garth@hmps.gsi.gov.uk.

Alternatively you can book a visit by ringing the booking line at HMP Garth on 01772 443 503. This line is open Monday to Friday (10.00-11.00) and Monday - Thursday (14.00-16.00).

Please be aware that you need to be over the age of 18 to visit a prisoner. If a child is visiting then they need to be accompanied by an adult. In exceptional cases prison governors do have the discretion to allow children aged 16-18 years to visit without an accompanying adult but only with parental consent.



MEET POPPSICLE, THE POPS' PENGUIN.
HE'LL HELP GUIDE YOU THROUGH YOUR VISIT

What to bring with you

Identification

You will need to bring one of the following forms of identification with you:

- Passport, including foreign passports, where the photograph is recognisable. All passports must be in date;
- HM Forces identity card;
- Photographic driving licence;
- Benefits book;
- Senior citizen's public transport photo pass issued by local authority;

If you are unable to produce one of the above, staff may accept combinations of two or more of the following:

- Birth/marriage certificate;
- Credit/debit card, must be verified by bank letter/statement no more than 3 months old (counts as one: do not accept as two);
- Employer's pass or ID or student ID card not acceptable under
- Foreign identity or residents' card (other than EC ID cards acceptable in their own right);
- ID card from a recognised prison visitors' organisation (e.g. New Bridge); the name on the card may differ from that on the VO, but provided the visitor has other identification to back up the ID card, and provided staff have no reason to doubt their bona fides, then this will form acceptable identification,
- Citizen Card.
- Validate Card.

Staff retains discretion to accept any other forms of identification, singly or in combination, that clearly identify the visitor in a satisfactory way.

Anybody wearing an electronic tag must also provide a copy of their license detailing the reason/s for the tag and a letter of permission from the governor of HMP Garth.

NEED SUPPORT?

Contact POPS on 0161 702 1000

Property

Property can be brought in through visits for Standard and Enhanced prisoners. Prisoners must have been on Standard for a defined period of time before they can receive a parcel (please contact the Visitor Centre for more information). The property window will be open once in any 12 month calendar year by wing rota each month. Clothing parcels are only accepted from the visitor named on the application. Parcels are not accepted by post. Families can send in the following items/quantities but they must be sent together as one parcel:

Item	Enhanced	Standard
Footwear Shoes/Trainers	2	1
Sliders/Flip Flops	1	
Slippers	1	
Tops - T-Shirt, Polo, Vest, Shirts, Sweatshirt, Jumper/Cardigan (No hoods)	8	6
Jeans, Trousers, Joggers, Shorts	6	4
Jacket/Coat (No plain black/navy, no hoods, no padded jackets, no fleeces)	1	1
Dressing Gown	1	
Knitted Rib Gloves	1	

Your relative must complete an application available on their wing with details of your visit and this must be approved before you can submit a parcel. Parcels are accepted at the visitors entrance between 13.05 – 13.30. A maximum of 10 parcels are accepted per day.

Prisoners are allowed 14 pairs of boxers and 14 pairs of socks a year. Prisoners must submit an application. Once agreed families can then bring these on a visit. When this happens is dependent on the wing the prisoner resides on (please contact the Visitor Centre for more information).

Prisoners can have unlimited books brought in – up to 4 per visit.

Money

Money can be sent in by postal order, made payable to 'HM Prison Service'. On the back of the postal order write the sender's name and address and the prisoner's name and prison number. Post to:

HMP Garth, Ulnes Walton Lane, Leyland PR26 8NE

Alternatively you can also send money using your debit card or by bank transfer:

1. Make sure you have their prisoner number & date of birth
2. Go to this web page: www.gov.uk/send-prisoner-money and complete the online form.
3. Money should reach the prisoner in 1-3 working days.

How to get there

Train: Leyland Railway Station is six miles from the prison.

Car: From M6 (junction 28): Turn left, follow mini-roundabout, go straight across and follow road to traffic lights. Turn left, go through next set of lights, follow road round to right (leisure centre on left). At end, turn left and then immediately right. Follow road to end (mini-roundabout) and turn right. At next mini-roundabout, go straight across. Bear left into Slater Lane and go straight across at the traffic lights. Follow the road to the end and turn left. Garth is approximately one mile on the right (follow signs).

Local taxis: *Avacab* 01772 424 242 *Leyland Taxis* 01772 455 555
First Choice 01772 600 489

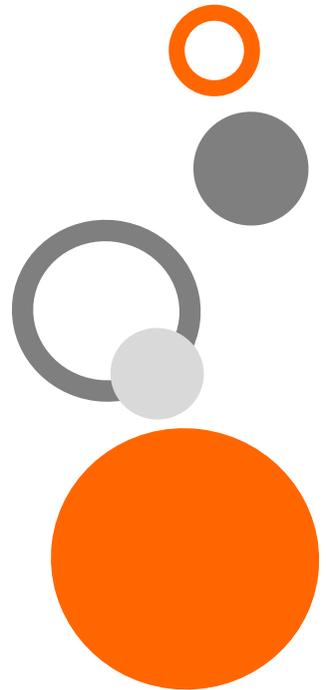
NEED SUPPORT?
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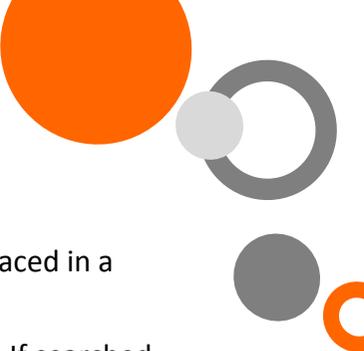


When you arrive at the prison

The booking desk opens at 12.00. Car parking is available next to the Visitor Centre close to the main prison entrance. Disabled car parking is available.

On arrival visitors should make their way to the Visitor Centre to book in. You will require your identification documents for all members of the party. Once booked in by the visits staff visitors should wait in the Visitor Centre until they are called across to the prison. A café area is available in the Visitor Centre where you can purchase drinks and refreshments. Lockers are available, accepting old style £1 coins or a trolley coin. There are also toilets available, including baby change.





Entering the Prison

All visitors are required to have valid identification when booking in on arrival. This ID must then be placed in a locker or in your car.

Visitors may be searched upon entering the prison. If searched, children will be patted down by a female member of staff in front of their parent/carer. All visitors' religious beliefs are respected so if a search is required those wearing religious headgear will be taken aside to ensure privacy.

Visitors may only take with them their locker key and up to £20 per adult and £10 per child. £20 notes are not allowed so please ensure you have change. There may also be passive drug dogs present during the search procedure. All visitors should dress appropriately and be aware that no hooded clothing is allowed in the prison.

Medication

There may be times when visitors require personal prescribed medication to be held on their person during a visit. These will be placed in a sealed bag on entry to the prison and must be left with the Visits Officer and used as required.

Children

Prams or car seats are not allowed into the prison, although concessions may be made in the case of car seats depending on the age of the child (please contact the Visitor Centre for more information). One dummy, one pre-made bottle of milk (or sealed carton and empty, clear bottle) and up to two nappies per baby can be taken through to the visits hall.

NEED SUPPORT?
Contact POPS on **0161 702 1000**

In the Visits Hall

Visitors can purchase hot and cold drinks, sandwiches, snacks and sweets from the tea bar during their visit.

Visitors are not permitted to bring into the prison their own food except for baby food. A play area is available for children aged 2 and above. This area is supervised by POPS' staff but parent/carers are responsible for their children at all times. Access to baby change is available.

Accessibility

Fully accessible with disabled parking spaces and toilets. Short walk between the main gate and the visits area. All wheelchairs and walking aids are allowed to be taken into the visit but maybe subject to security.

Staying in Touch

By Letter

To send a prisoner a letter, please write his name and number on the front of the envelope and a return name and address on the back in case there are issues with him receiving the letter and/or it needs to be returned.

Email a prisoner

If you have access to email, it is possible to use www.emailaprisoner.com to keep in contact with the person you are visiting.



Each email costs 40p so this can be cheaper than sending letters through the post.

Visit www.emailaprisoner.com and click 'signup'.



More Support...

POPS' Family Forums: POPS' Family Forums are a great way to get your views heard and speak to other families. Our forums are a platform for visitors to voice suggestions that can lead to improvements being made around the visit experience. Speak to a member of POPS' staff to find out when and where the next forum is taking place.

Financial Assistance with Visiting: If you qualify to receive help with your finances such as benefits, you may be able to recoup all or part of the cost of your travel expenses through the Assisted Prison Visits Scheme. As part of your application you will need to get a secondary form stamped by prison staff in order to prove your visit took place. You can request a copy of this form at the visitor centre. If you have any problems with accessing this service, the visitor centre staff will be happy to assist you.

Prison Chat UK: An online support community www.prisonchatuk.com.

Offenders' Families Helpline: Open 7 days a week providing information and emotional support (Monday-Friday: 9am-8pm, Saturday-Sunday: 10am-3pm). **Freephone:** 0808 808 2003
Email: info@offendersfamilieshelpline.org

POPS' Family Days: Family Days are a great opportunity for prisoners and their families to engage in activities and spend quality time as a family unit. Prisoners can apply for a place by putting in an application no more than four weeks prior to the day itself. A maximum of 3 adults and 3 children can attend.

Safer Custody concern line: If you have concerns about someone in prison please call **01772 443 676**. This is an answer machine service which is checked daily.

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