

Youth Justice Worker Returners Scheme: Frequently Asked Questions

I left HMPPS shortly after completing my youth justice worker probationary period. Can I apply to re-join under the Youth Justice Worker Returners Scheme?

Yes, as long as you completed foundation training and your entire probation period, you will be eligible for the scheme. If you only partially completed your probation period, you will not be eligible for the scheme and [you will need to apply via the standard external youth justice worker recruitment process](#). If you completed your probation period in another HMPPS role, you must have worked for more than 12 months in the youth justice worker role.

I'm currently employed as a youth justice worker, can I apply for the Youth Justice Worker Returners Scheme to transfer to another prison?

No, this scheme is only available for former youth justice workers who have left the Prison Service and are not currently working for HMPPS.

Can I apply to work at the YOI I used to work at?

Yes. You will be able to specify this as part of your online application.

What if there isn't an immediate vacancy?

You will be placed on a merit list until a position becomes available and be prioritised into a vacancy over candidates applying via the external route.

Can I apply to a YOI that's more than an hour away from where I live?

Yes, but you will not be able to reclaim the cost of your travel expenses and reasonable commuting distance should really be up to one hour from your home. It is your responsibility to ensure that you always arrive at work on time.

Are part-time and minimum hours contracts available?

Part-time and minimum hours contracts are available but need to be approved by the YOI where you would like to take up post. If you would like to continue with employment elsewhere alongside a part-time or minimum hours contract, this will need to be agreed by the YOI that you will be returning to.

Can I request compressed hours or a specific shift pattern?

You can request compressed hours or a specific shift pattern but it will need to be agreed by the YOI that you will be returning to.

I'm retired, how does this apply to me?

HMPPS is keen to see retired youth justice workers return to work as your experience is valued. However, if you have a Civil Service pension you will have to work reduced hours to avoid a reduction in your pension. [Read more here](#).

Am I guaranteed re-employment as a youth justice worker?

Re-employment is discretionary. You will still be subject to full pre-employment checks before you start. You will not be re-employed if you were previously

dismissed following a disciplinary procedure. If you were dismissed on any other grounds you will need to demonstrate that the reasons for your dismissal would no longer apply.

Will I need to complete the assessment process again?

No. When your eligibility for the scheme has been confirmed, you will be allocated to the next available vacancy at the YOI where you would like to return. You will then need to do the medical and fitness assessment and pre-employment checks will be completed.

Will I need to complete probation again?

You will not need to complete probation again.

Will I need to re-do foundation training?

You will not need to re-do foundation training. Instead, a head of function will sit down with you to complete a training needs analysis and then set up a learning path to bring you up to date with current working practices.

Will my fitness test, occupational health assessment and pre-employment checks be fast-tracked?

No, you will need to follow the standard recruitment processes once you are offered a position. Pre-employment checks typically take up to six weeks to complete and we will aim to get your health assessment and fitness test completed in the same time period.

What will I be paid?

If you were previously a Band 3 and in a non-civil servant role at the point which you return, you will be placed on pay point 2 of the Band 3 salary. If you are in a civil servant role at the point which you return, it might be pay point 3 depending on the salary calculation. If you were previously a Band 4, you will return on the Band 4 salary.

When will I be paid?

You will be paid on the last working weekday of each month. If this falls on a public holiday you will be paid on the previous Friday.

Will I get paid an unsociable work allowance?

Yes, all youth justice workers have to work unsociable hours as part of their shift pattern. You will get paid a 20% unsocial hours allowance for all unsociable hours that you work.

Are market supplements still in place?

Some prisons receive a market supplement of £2,000 or £3,500 per year. You can find out more about this when your eligibility for the scheme has been confirmed.

Will I have to work nights?

All youth justice workers are required to work nights, during the evening and at weekends, though this will vary depending on what shift pattern you are assigned to. You will have an opportunity to discuss this once you have been offered a position.

What is the annual leave entitlement?

If you are in a non-civil servant role at the point which you return, you will be given a new contract so your annual leave entitlement will be the same as a new starter i.e. 25 days annual leave per year plus the public holiday entitlement. Employees who work reduced hours have the same leave entitlement as full-time employees but calculated on a pro rata basis. If you are in a civil servant role at the point which you return, your application will be processed as a transfer so you will keep your existing annual leave entitlement.

Will I be given a new employee number?

Yes, you will be given a new employee number.

Will I need to sign the Official Secrets Act again?

Yes. As a member of staff you are required to protect and exercise care in the use of information acquired during the course of your work. Staff are bound by the provisions of the Official Secrets Act.

When will I be given a start date?

You will be invited to the start date call once your pre-employment checks are complete and you have passed the medical/fitness assessment. You decide your start date (which must be on a Monday) but it will usually need to be at least three weeks after the start date call to give the YOI time to prepare for your return.

When should I hand my notice in with my current employer?

You must not give notice to your current employer until your pre-employment checks have been completed and you have been contacted to arrange a start date.

If you are in a civil servant role, you must not resign at any stage because your return to the youth justice worker role will be processed as a transfer.

I have been given a full-time contract which says 37 hours per week, can I increase to 39 or 41?

All new full-time contracts for youth justice workers are for 37 hours per week. Once in post you can choose to increase to 39 or 41 as a Band 3. You can only work 37 hours per week as a Band 4.

I have been given a part-time or minimum hours contract but have a question relating to it, who do I need to contact?

You can email your question to: PrisonsResourcing-Projects@justice.gov.uk

I have a question relating to my starting salary, who do I need to contact?

You can ask about your starting salary once your eligibility for the scheme has been confirmed.

I have a question relating to the scheme that is not included in this FAQ document, what should I do?

You can email your question to: PrisonsResourcing-Projects@justice.gov.uk

For the full set of youth justice worker FAQs, please visit the [HMPPS Prison Officer Application Centre Information Portal](#).