

PROBATION INSTITUTE

England & Wales · Charity number 1198486

Details

Status Registered

Legal form CIO

Registered 2022-03-31

Register [View on the Charity Commission register](#)

Contact

Address Probation Institute
2
Langley Lane
London
Greater

Phone 07729806881

Email Helen@probation-institute.org

Website www.probation-institute.org

Activities

Objects: THE REHABILITATION OF EX-OFFENDERS AND THE PREVENTION OF CRIME THROUGH THE CONTINUOUS PROFESSIONAL DEVELOPMENT OF PRACTITIONERS IN THIS OCCUPATIONAL FIELD AND THE ADVANCEMENT OF EDUCATION, TRAINING AND EFFICIENCY WITHIN THE PROBATION PROFESSION INCLUDING BY: (1) DEVELOPING THE SCOPE AND PRACTICE OF PROBATION AND RELATED SUBJECTS IN THE PROBATION PROFESSION FOR THE BENEFIT OF THE GENERAL PUBLIC AND PRACTITIONERS; (2) MANAGING A CONTINUING PROFESSIONAL DEVELOPMENT PROCESS FOR THE PROFESSION; (3) PROMOTING EDUCATION AND TRAINING IN PROBATION SERVICES AND RELATED AREAS WITHIN THE PROFESSION; (4) ENCOURAGING AND SHARING GOOD PROBATION PRACTICE AND HIGH STANDARDS THROUGH RESEARCH AND LEADERSHIP; (5) SUPPORT AND ENHANCE THE WORK OF THE PROBATION SERVICE AND WIDER ORGANISATIONS IN THE REHABILITATION OF OFFENDERS THROUGH THE ENHANCEMENT OF SKILLS AND KNOWLEDGE; (6) REDUCE THE RISKS OF RE-OFFENDING THEREBY REDUCING THE SERIOUS IMPACT OF CRIME ON VICTIMS AND THE WIDER PUBLIC BY PROMOTING EXCELLENCE; (7) CONTRIBUTE TO THE PROTECTION OF THE PUBLIC FROM HARM ACROSS ALLSOCIO-ECONOMIC AND CULTURAL GROUPS; (8) FOCUS ON DIVERSITY AND SOCIAL INCLUSION THROUGH THE PROMOTION OF ANTI-DISCRIMINATORY PRACTICE AND (9) COLLABORATE WITH WIDER AND DIVERSE EDUCATIONAL AND PROFESSIONAL ORGANISATIONS ADDING TO THE FIELD OF RESEARCH AND BEST PRACTICE IN DESISTANCE FROM CRIME, REHABILITATION AND THE RESETTLEMENT OF OFFENDERS.

Activities: Professional Development for practitioners and managers working in the justice system. Activities include research, dissemination of research, publications, consultation, events and learning opportunities.

Classification

- **How:** Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Other Charitable Purposes
- **Who:** The General Public/mankind

Geography

- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£12,545	£168	-	-
2024-03-31	£0	£0	-	-
2023-03-31	£0	£0	-	-

Trustees

Name	Role	Appointed
Anne BURRELL		2022-03-01
David Michael Ward		2022-03-01
David Raho		2024-01-25
Ella Rabaiotti		2026-01-23
Helen Schofield Ms		2022-03-01
Professor Loraine Gelsthorpe		2022-10-04
Professor Mike Nellis		2026-01-23
Roselin Mgbezech		2022-04-01

Accounts



The Probation Institute CIO

Annual Report 2024/5

1. Objectives

The primary objective of the Probation Institute CIO is to support, enhance and enable the professional development of practitioners working in Probation and wider rehabilitation organisations.

2. Activities, structure, governance and management

In 2024/5 we have continued the range of activities now established as our annual programme. Helen Schofield continued as Chief Executive. Yasmin Jankowski-Doyle continued in the administrative role throughout 2023/24. Rowley Services provide support with Social Media.

Trustees

The following were Trustees of the charity in 2024/25

Loraine Gelsthorpe
Anne Burrell
Helen Schofield
Andy Smith
David Ward
Robbie Bourget
David Raho
Mary Anne McFarlane
Jo Thompson

Rob Canton continued as our Patron.

Membership

Our membership continues to be stable in 2024/5, but we did not increase membership rates. Practitioner membership is £40 per year. For trainees and unwaged membership is £10 per year.

Fellows of the Probation Institute

The Probation Institute Fellows met on two occasions online in 2024/5 to discuss key areas of probation and wider rehabilitation.

3. Achievements and performance

Research and Research Committee

Journeys to Harmful Behaviour

Implementation of the key recommendations continued through 2024/25 and the implementation project was funded by the Forces in Mind Trust for 6 months from November 2024.

Sir Graham Smith Research Awards

The Probation Institute continued the Sir Graham Smith Award through 2024/5.

Professional Development

Research Implementation Events

The Probation Institute held two Research Events in 2024/5 – on Working with Young Adults and Restorative Justice

International Events

The Probation Institute collaborated with International Criminal Justice (IN-CJ) to hold an international webinar on Professionalism, in November 2024.

Professional Discussion Group

Held monthly, the Professional Discussion Group continued regularly, discussing a range of topics.

Position Papers

Work published one Position Paper in 2024/25; on Professionalism.

Probation Quarterly (PQ)

The Probation Institute published the [Probation Quarterly](#) in June 2024, September 2024, December 2024 and March 2025. Jake Phillips stood down as editor and Lyn Adamson took over this role, with an editorial team. PQ is accessible on line to all at no charge and attracts a very high and appreciative audience.

Networking, Informing and Advising including

Govt Sentencing Review

Govt Review of Rehabilitation and Resettlement

Helen Schofield presented the Bill McWilliams Lecture in June 2024.

Representation and membership

The Probation Institute was represented during 2024/25 on the following HMPPS Advisory Groups

Professional Registration Panel

EMAG – Electronic Monitoring Advisory Group

LEEN Lived Experience Network

APPL – Advisory Panel on Probation Learning

In 2024/5 we held meetings with the National Association of Probation Officers, the Centre for Criminal Justice studies and the Centre for Justice Innovation.

The Probation Institute was a member during 2024/25 of

The Criminal Justice Alliance

Social Media

Website

We have maintained and updated [an active website](#) throughout 2024/5 – promoting our events and seeking to provide an easily accessible location for important developments in Probation and wider rehabilitation. We monitor use of the website and see particular use of the Code of Ethics and the Probation Quarterly. Members receive key information from the website weekly.

LinkedIn

In 2024/5 our presence on LinkedIn continued to increase. Through this social media link we are able to share information and our priorities with a wide audience of individuals and groups who are interested in the success of probation and wider rehabilitation.

4. Financial review

The 2023/4 Annual Accounts were submitted on time.

The 2024/25 accounts for the PI CIO are attached but are limited as financial business continue in the PI Ltd Company until mid 2025. The Probation Institute Ltd is now closed and associated bank accounts are closed. Final accounts are under development.

The Probation Institute receives no government funding.

Fundraising continues to be very limited.

May 2025.

Income	
Opening balance as at September 2024	
Transfer from PI Ltd Account to PI CIO Account	
Membership	
TOTAL	
Expenditure	
Sage One	
Cross Ref Licence	
Pay Pal Test	
TOTAL	

£

£12,200.00

£345.55

12,545.55

136

33

£0.00

168

Accounts



The Probation Institute Charitable Incorporated Organisation

Annual Report 2023/24

1. Objectives

The primary objective of the Probation Institute is to support, enhance and enable the professional development of practitioners working in Probation and wider rehabilitation organisations.

2. Activities, structure, governance and management

The Probation Institute is a Charitable Incorporated Organisation (CIO). The CIO has an Association Model Constitution which means that we have members who vote annually at an AGM on any changes.

Current Trustees are

Loraine Gelsthorpe
Andrew Smith
Anne Burrell
David Ward
David Raho
Robbie Bourget
Roz Morrison
Jo Thompson
Helen Schofield

The Probation Institute Ltd Company has continued throughout 2023/24. The limited company will be closed in by the end of the financial year 2023/2024. The Probation Institute has not yet traded as a charity.

The work of the Probation Institute was exclusively online in 2023/24.

Membership

Membership of the Probation Institute is low, although remaining stable in 2022/23.

Fellows of the Probation Institute

The Probation Institute Fellows met on two occasions online in 2023/24 to discuss key areas of probation and wider rehabilitation, including messages to the Shadow Justice Team regarding sentencing, overcrowding in the prisons, and the need for review of probation structures.

3. Achievements and performance

Research and Research Committee

Journeys to Harmful Behaviour

A small Implementation Team has continued work on the findings of the Journeys to Harmful Behaviour Research and has submitted an application for funding to the Forces in Mind Trust to support this collaborative work

Sir Graham Smith Research Awards

The 2023 Sir Graham Smith Awards research reports completed by Kyle Hart and Fliss Holmes were launched at an online event in October 2023. This event also opened the application process for 2024.

In early 2024 we appointed the 2024/25 Sir Graham Smith Award holder Nicola Robinson who is researching voluntary supervision in the Falkland Islands.

Professional Development

Research Implementation Events

The Probation Institute held one Research Event in 2023/24 – “Thinking about Confidence in Probation”. This well attended event was in May 2023 online, and focussed on the ongoing research “Rehabilitating Probation”.

We held one Trainees Event in 2023/4 in January 2024 on “Working with Women in the Justice System”.

Professional Discussion Group

Held monthly, the Professional Discussion Group has proved very successful and is regularly attended by between 12 and 20 members. Speakers have included PACT and Penal Solutions.

Position Papers

Two Position Papers were completed and published during 2023/24 on Remote Working and Race Equality.

Probation Quarterly (PQ)

The Probation Institute published the Probation Quarterly in June 2023, September 2023, December 2023 and March 2024.

Networking, Informing and Advising

Probation Reform Project/Workforce Project

We held meetings in 2023/24 with Napo, Penal Solutions, Magistrates Association.

Helen Schofield presented to a Westminster Conference in January 2024.

Shadow Justice Team

The Probation Institute made submissions to the Shadow Justice Ministers Ellie Reeves, and from September 2023 Shabana Mahmood.

IPP

Working with the Prison Reform Trust and the Cambridge Institute for Criminology we made further submissions in 2023/24 regarding efforts to bring about resentencing of IPP Prisoners and their ongoing support.

Representation and membership

The Probation Institute was represented during 2023/24 on the following HMPPS Advisory Groups

EMAG – Electronic Monitoring Advisory Group

LEEN Lived Experience Network

APPL – Advisory Panel on Probation Learning

The Probation Institute was a member during 2023/24 of

The Criminal Justice Alliance

Social Media

Website

We have maintained an active website throughout 2023/24 – promoting our events and seeking to provide an easily accessible location for important developments and papers in Probation and Wider Rehabilitation.

We monitor use of the website and see particular use of the Code of Ethics and the Probation Quarterly.

LinkedIn

In we have increased our presence on LinkedIn on 2023/24. Through this social media link we are able to share information and our priorities with a wide audience of individuals and groups who are interested in the success of probation and wider rehabilitation.

4. Financial review

The Probation Institute CIO has not traded in 2023/24.

Probation Institute
Charitable Incorporated Organisation.

Dormant Statement of Financial Activity

For the period ended 31/03/2024

Incoming Resources	Unrestricted	Restricted	Total	2023/24
General Funds	0	0		0
Activities	0	0	0	
Investments	0	0	0	
Charitable income	0	0	0	

Resources Expended

Costs of generating funds	0	0	0
Charities activities	0	0	0
Governance costs	0	0	0
Total Resources	0	0	0

Total funds brought forward	0	0	0
Total funds carried over	0	0	0

Signed by Helen Schofield

Trustee

On 6th December 2024.

Accounts

**ANNUAL REPORTS AND DORMANT FINANCIAL STATEMENTS
FOR THE FIRST PERIOD ENDED 31ST MARCH 2023**

PROBATION INSTITUTE

(Charitable Incorporated Organisation)

CHARITY REGISTRATION NUMBER: 1198486

Castle View Accounting Ltd
New Barn
Mudberry Lane
Bosham
Chichester
West Sussex
PO18 8TS

PROBATION INSTITUTE
(Charitable Incorporated Organisation)

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PROBATION INSTITUTE
(Charitable Incorporated Organisation)

TRUSTEES REPORT
FOR THE FIRST PERIOD ENDED 31ST MARCH 2023

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1198486
DATE OF REGISTRATION	31st March 2022
START OF FINANCIAL PERIOD	31st March 2022
END OF FINANCIAL PERIOD	31st March 2023
TRUSTEES AS AT 31ST MARCH 2023	Anne Burrell Mary McFarlane Helen Schofield Andrew Smith Lorraine Gelsthorpe Robbie Bourget Roselin Mgbeze David Ward
LEGAL STATUS	Charitable Incorporated Organisation
GOVERNING INSTRUMENT	CIO - Foundation Registered 31st March 2022

OBJECTS

The rehabilitation of ex-offenders and the prevention of crime through the continuous professional development of practitioners in this occupational field and the advancement of education, training and efficiency within the Probation Profession.

CORRESPONDENCE ADDRESS	2 Langley Lane London SW8 1GB
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ACCOUNTANTS	Castle View Accounting Ltd New Barn Mudberry Lane Bosham Chichester West Sussex PO18 8TS
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PROBATION INSTITUTE
(Charitable Incorporated Organisation)

TRUSTEES REPORT (Continued)
FOR THE FIRST PERIOD ENDED 31ST MARCH 2023

Trustees' Responsibilities

The Charities Act 2011 require the trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the CIO and of the surplus of the CIO for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the CIO will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the CIO. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 25th January 2024

Signed on their behalf by Trustee Helen M Schofield

Printed Name:

HELEN M SCHOFIELD

PROBATION INSTITUTE
(Charitable Incorporated Organisation)

**DORMANT STATEMENT OF FINANCIAL ACTIVITIES
FOR THE FIRST PERIOD ENDED 31ST MARCH 2023**

	Unrestricted Funds £	Restricted Funds £	TOTAL 2022/23 £
INCOMING RESOURCES			
Incoming Resources from Generated Funds			
Donations & Legacies	-	-	-
Activities for Generating Funds	-	-	-
Investment Income	-	-	-
Charitable Activities	-	-	-
TOTAL INCOMING RESOURCES	-	-	-
RESOURCES EXPENDED			
Costs of Generating Funds			
Charitable Activities	-	-	-
Governance Costs	-	-	-
TOTAL RESOURCES EXPENDED	-	-	-
NET INCOMING (OUTGOING) RESOURCES	-	-	-
Total Funds Brought Forward	-	-	-
TOTAL FUNDS CARRIED FORWARD	-	-	-

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 7 to 10 form part of these dormant financial statements.

PROBATION INSTITUTE
(Charitable Incorporated Organisation)

DORMANT BALANCE SHEET
AS AT 31ST MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total 31-Mar-23 £
Fixed Assets				
Tangible Assets	2	-	-	-
Investments	3	-	-	-
Total Fixed Assets		-	-	-
Current Assets				
Debtors & Prepayments	6	-	-	-
Cash at Bank and in Hand	5	-	-	-
Total Current Assets		-	-	-
Creditors: Amounts falling due within one year	7	-	-	-
NET CURRENT ASSETS		-	-	-
TOTAL ASSETS less current liabilities		-	-	-
Creditors: Amounts falling due in more than one year	8	-	-	-
NET ASSETS		-	-	-
Funds of the Charity				
General Funds		-	-	-
Restricted Funds	4	-	-	-
Total Funds		-	-	-

Approved by the Trustees on 25th January 2024

Signed on their behalf by Trustee Helen M Schofield

Printed Name:

HELEN M SCHOFIELD

PROBATION INSTITUTE
(Charitable Incorporated Organisation)

**NOTES TO THE DORMANT FINANCIAL STATEMENTS
FOR THE FIRST PERIOD ENDED 31ST MARCH 2023**

1. ACCOUNTING POLICIES

Basis of Preparation & Assessment of Going Concern

Basis of Preparation

The dormant financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP - FRS102) and the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Incoming Resources with Related Expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax Reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services has been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer Help

The value of any voluntary help received is not included in the accounts.

PROBATION INSTITUTE
(Charitable Incorporated Organisation)

NOTES TO THE DORMANT FINANCIAL STATEMENTS (continued)
FOR THE FIRST PERIOD ENDED 31ST MARCH 2023

1. ACCOUNTING POLICIES (continued)

Expenditure and Liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with Performance Conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or

Grants Payable without Performance Conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capital employed, staff costs by the time spent and other costs by their usage.

Unrestricted Funds

These funds can be used for the general objectives of the charity as set out in the trustees report. The movements of the unrestricted funds are given in the Statement of Financial Activities.

Restricted Funds

These funds are where the donor has specified a purpose for the donation made. These restrictions often arise as a result of the regular appeals for special offerings made at the Sunday fellowship meetings.

Designated Funds

These funds are funds set aside by the trustees out of unrestricted general funds for specific purposes or projects.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

Pensions

Pension contributions are charged to the Statement of Financial Activities as they become payable.

Taxation

The charity is exempt from tax on its charitable activities.

Fixed Assets

Fixed Assets are capitalised if they can be used for more than one year and cost at least £1,500. They are valued at cost or, if gifted, at the value to the charity on receipt.

PROBATION INSTITUTE
(Charitable Incorporated Organisation)

NOTES TO THE DORMANT FINANCIAL STATEMENTS (continued)
FOR THE FIRST PERIOD ENDED 31ST MARCH 2023

2. TANGIBLE FIXED ASSETS

The CIO held no fixed assets during this initial financial period.

3. INVESTMENTS

The CIO held no investments during this initial financial period.

4. RESTRICTED FUNDS

The CIO held no restricted funds during this initial financial period.

5. CASH AT BANK AND IN HAND

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-23 £
Cash at Bank & in Hand	-	-	-
	-	-	-

6. DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-23 £
Sundry Debtors	-	-	-
	-	-	-

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Fund £	Restricted Fund £	Total 31-Mar-23 £
Sundry Creditors	-	-	-
	-	-	-

8. CREDITORS: AMOUNTS FALLING DUE IN MORE THAN ONE YEAR

The CIO held no long term liabilities during this initial financial period.

PROBATION INSTITUTE
(Charitable Incorporated Organisation)

NOTES TO THE DORMANT FINANCIAL STATEMENTS (continued)
FOR THE FIRST PERIOD ENDED 31ST MARCH 2023

9. STAFF COSTS AND NUMBERS

The Charity employed no members of staff during this initial financial period.

10. PAYMENTS TO TRUSTEES AND RELATED PARTY TRANSACTIONS

No payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

11. RISK ASSESSMENT

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

12. RESERVES POLICY

The Trustees have considered the level of reserves they wish to retain, appropriate to the CIO's needs. This is based on the CIO's size and the level of financial commitments held. The Trustees aim to ensure the CIO will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Trustees will endeavour not to set aside funds unnecessarily.

13. PUBLIC BENEFIT

The CIO acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the CIO has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the CIO should undertake.

14. COMPARATIVE FIGURES

There are no comparative figures available as this is the initial financial period registered as a Charitable Incorporated Organisation.

15. POST BALANCE SHEET EVENT

During the financial period, the Directors of the Probation Institute Ltd (Registered Company Number 08873806) sought guidance and advice and agreed to register the new Charitable Incorporated Organisation, Probation Institute (Registered Charity Number 1198486), which was formally registered with the Charity Commission on the 31st March 2022. The Directors of the Probation Institute Ltd (Registered Company Number 08873806) have agreed upon cessation of operation to transfer the assets and liabilities to the new Charitable Incorporated Organisation, Probation Institute (Registered Charity Number 1198486). The assets and liabilities will be transferred upon cessation of operation during the next financial period.