

**GATWICK DETAINEES WELFARE GROUP**

*Registered Charity No. 1124328*

*A Company Limited by Guarantee registered in England and Wales No. 4911257*

|  |  |
| --- | --- |
| **Policy title** | Material support for people in detention guidelines |
| **Approved by** **Date** | Anna Pincus, Karris HamiltonJuly 2021 |
| **Date reviewed by Board** | September 2021 |
| **Date revision next due** | September 2023  |

**Rationale or background to policy**

Each year GDWG allocates a specific amount of money towards the welfare of people in detention, which may include giving them certain items. Because this finance is limited, some restrictions are needed.

**Policy Statement**

GDWG’s policy is that volunteers and staff adhere to the following guidelines, which broadly take account of what the charity can and cannot afford.

Please bear in mind that we cannot afford to give a detained person all the items listed below each week!

**Guidelines**

## **Clothing**

We receive regular donations of clothes, and usually have a supply in the office. Costs can therefore be reduced considerably if visitors check with the office before buying things themselves. Visitors are also welcome to drop by the office to collect items on their way to Tinsley House or Brook House.

* GDWG can only reimburse inexpensive clothes, bought at second-hand or discount shops.
* We have a policy of only giving detained people new underwear.
* In general, GDWG is only able to reimburse visitors for clothes amounting to £5 per month for each detained person they visit.
* It is not our policy to send clothes in the post to people after detention. This may happen in extreme situations at the discretion of the Director, but we seek to connect people post-detention with local charities that can supply clothes.

## **Phonecards**

GDWG buys credit. The office can call or fax people in detention with the details, or give the details to the visitor, to then be passed on to the person they are visiting. We can supply a regular amount of phone credit to each detained person every month. This is currently £10 each month in detention and £10 post-detention.

## **‘Luxury’ Items**

* GDWG is occasionally donated ‘luxury’ items (mobiles, books, new trainers, etc.). These are kept in the office.
* Please check with the office before you buy any such items for the detained person you are supporting.

## **Cash donation**

* You may sometimes want to buy the person you are supporting a drink or snack from the vending machine in detention or, if necessary, help with a small cash donation.
* £3 per visit can be reimbursed by the office per visit if this is claimed on a visitor expenses form.

## **Removal money**

* The office has a limited supply of ‘removal money’ for people in detention who are destitute and facing removal, available in pounds.
* GDWG can only provide removal money to detained people who have been issued removal directions, and only if they have less than £25 of their own money in their IRC account.
* We can help with up to £25 for single detainees.

**Supermarket vouchers**

* These are available for people we have supported in detention when they leave detention for three months only.

**Accommodation**

* Wherever possible the GDWG staff team will assist detained people to find accommodation through ‘Refugees at Home’ or similar charities, through local authorities or through enabling those we support to work with their solicitors to find accommodation solutions.
* In extreme circumstances if someone we have supported is homeless, we may cover accommodation costs for an initial 3 days (with authorisation from the Director) with a maximum of an additional 7 days in consultation with the Director for authorisation of each additional day after the initial three days.

#### **NOTE ON GIFT AID**

If you are a taxpayer, do not normally claim expenses and would like to help GDWG, you may choose to claim expenses, and then make a donation to the group, on which GDWG can claim Gift Aid. GDWG ‘Gift Aid Declaration’ forms are available from the office on request, or you may make a donation via the GDWG website.