

## **Prison Visits Protocol**

The purpose of these visits is for review panel members to familiarise themselves with the prison/ YOI environment and see how a prison operates on a day to day basis. There will be opportunity to see at first hand the concepts, procedures, processes and policies that you have read about and to engage with staff, prisoners, volunteers etc.

While it will be unrealistic to expect that all visits will include an identical agenda, this protocol includes elements that we will aim to include in most visits. The Governor will be made aware of the areas that panel members would like to be able to see on their visit.

## **Security**

You will need to bring photographic identification to gain entry to the prison/ YOI, a driving licence or passport will be suitable. You will not be able to take your mobile phone into the prison and you may also be asked to hand in other personal belongings to security staff at the start of the visit. You may not bring into the prison any electronic recording devices, cameras, SIM cards or sharp instruments and it is good practice to carry as little with you as necessary and keep your belongings on your person at all times. Belongings that are handed in will all be kept securely until you exit the establishment.

## **Background**

Before each visit, the secretariat will provide review panel members who are visiting the prison with some background information including details such as:

- Type of prison
- Number of prisoners
- Recent HMCIP Report findings
- Recent IMB report
- Prison rating
- Details of relevant self-inflicted deaths
- Relevant health care provision
- Prison build (i.e Victorian panopticon, houseblocks, modern)

## **Meet the following staff:**

Governor or Deputy Governor

Safer Custody Staff / ACCT trained staff

Family Liaison Officer /s

Healthcare staff

Listeners / Insiders

**Visit the following places:**

Reception

Healthcare facilities

Wing / Landings

*(it is usually possible to have impromptu discussions with staff and offenders on the wing)*

First Night Unit

Induction wing

Safer cell

Listeners' Suite

Education

Workshop

Segregation / Care and Supervision Unit

**Potential Observations**

Reception processes

Prisoner movements

Serving of meals

Association

Notices to staff and prisoners

**Relevant Questions to Consider**

**Governor/ Staff**

- Has the prison been benchmarked?
- Are there any significant staffing or environmental issues for the Governor?
- How many ACCT documents are open?

- How many ACCT documents are open at any one time?
- Governor's insights into the management of vulnerable prisoners.
- Governor's insights into the most problematic issues within the prison for staff and prisoners.
- Is there a Vulnerable prisoner wing?

### **Reception**

- What do staff do when they have concerns about a prisoner?
- See reception screening document.
- Local policies and procedures for 'keeping safe and support'.
- What do they do to make the process less intimidating?
- Discharge process, through the gate.

### **Wings/ Landings**

- Key issues from Residential specifications PSI?
- How easy is it to make an Application, how is the process managed and how quickly are they responded to?
- Discuss management of ACCT.
- Visit some cells where prisoners are on the different IEP levels.
- View the published regime.
- Note the notices around for staff and prisoners.
- How and when do prisoners access the telephones?