

**There should be an effective reception, first night, induction and discharge process.**

30% of staff and 40% of prisoners asked rated the current induction process as 'Bad' or 'Very Bad' with all those asked saying that procedures could be improved. ( *Source: Report on Induction and Reception Process at HMP La Moye, May 2006* )

Induction has improved, but not everyone gets it; More time and care needs to be taken with Foreign Nationals on their reception;

There is no formal, structured Induction process; Improve reception procedures;

Limited information available for new receptions regarding the regime and prison & State policy, all have an impact on those in custody at La Moye;

No information regarding facilities or opportunities;

Too easy to be located on the VP Unit on Reception. ( *Source: Staff/Prisoner Consultation Forums findings, May 2006* )

**Standards**

9. Discharge: The discharge process ensures that only authorised prisoners are released, transferred or discharged to court; ensures prisoners are treated with humanity; and checks that any necessary welfare, travel and financial arrangements are in operation.

49. Reception: Staff establish a safe, timely and well-controlled Reception process and check, record and forward essential information, treating prisoners throughout with decency and regard for their ultimate well-being.

42. Prisoner Induction: All prisoners new to custody or an establishment are provided with an appropriate induction process. The aim is to assist and support the prisoner's integration into the establishment and to continue the assessment process to enable the prisoners to remain safe, make the best use of time in custody and prepare for a law abiding life after release.

30. Legal Services and Bail: All eligible prisoners are provided with the facilities necessary to assist in their applications for publicly funded legal services and bail and arrangements for release when applicable.

14. Escorts: Prisoners are ready for escort to Court or transfer to other establishments sufficiently early to ensure they arrive at their destination on time. Prisoners travel in secure and decent conditions.

56. Sentence Calculation: All release dates are calculated accurately within set timescales.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
9. Adult men, women and children should be transported separately to and from La Moye and the courts.	6. Women should be transported separately from men and young male prisoners separately from adults.		Governor			Transport is the responsibility of the States of Jersey Police. Due to the relatively short distances involved and the ability to react with individual prisoners, this proposal has been rejected.	Green
10. A prisoner escort record should be introduced.		49.2.e The Prisoner Escort Record (PER) is checked and completed for each prisoner.	Security Unit Manager	Dec-06	Design and production of the forms. (3 days design and production)	Need to link with the States of Jersey Police who have responsibility for carrying prisoners to and from the courts.	Orange
11. No prisoner should be strip-searched with only a single member of staff present.	73. The use of singleton Officers to conduct strip searches, leaving them open to allegations of misconduct or assault by prisoners, should cease.	29.2j Prisoners undergo a full search in accordance with the local searching strategy.	Deputy Governor		Additional staff to be deployed to reception (taken account of in new profile/shift system).	Early notification of anticipated arrival time will aid. Better IT links will make further improvements.	Green
12. All newly arrived prisoners should be received into the reception area on H wing.	1. Improved reception areas for women and vulnerable male prisoners should be provided to give sufficient space for all parts of the process together with suitable strip searching, catering and bathroom facilities. 17. A discrete reception area for women should be provided. 74. Due to insufficient space in the Women's and Vulnerable Prisoners' units to properly conduct strip searches, the use of alternative areas should be considered.		Deputy Governor		Additional staff to be deployed to reception (taken account of in new profile/shift system).	Early notification of anticipated arrival time will aid. Better IT links will make further improvements.	Green

<p>13. There should be a proper first night strategy including, as a minimum, procedures for assessing individual risk factors and suitability to share a cell.</p>		<p>29.4 The Cell Sharing Risk Assessment is completed.</p>	<p>Head of Residence</p>	<p>Dec-06</p>	<p>New procedures to be developed, including assessment of risk (10 days to design new system including visit to other jurisdictions, travel and subsistence costs). Production of new forms.</p>	<p>New IT system will incorporate risk assessment.</p>	<p>Orange</p>
<p>14. There should be formal vulnerability assessments of all newly arrived children.</p>		<p>29.5 For young people under 18 staff undertake the reception interview within 1 hour of the young person's arrival to assess their needs and levels of vulnerability. The interview includes the completion of the * form.</p>	<p>Head of Residence</p>	<p>Dec-06</p>	<p>To be included in the system described above.</p>	<p>Opening of Greenfields will reduce the number of juveniles held. New IT system will assist vulnerability assessment.</p>	<p>Orange</p>
<p>15. An induction programme should be designed and implemented.</p>	<p>80. Prisoners should receive and be helped to understand detailed information on prison life through a comprehensive, multi-disciplinary, induction programme.</p>	<p>42. All prisoners new to custody or the prison are provided with an appropriate induction process. The aim is to assist and support the prisoner's integration into the prison and to continue the assessment process to enable the prisoner to remain safe, make the best use of time in custody and prepare for a law abiding life after release.</p>	<p>Head of Residence</p>	<p>Dec-06</p>	<p>A programme will need to be developed and staff resources needed to enable it to operate (resources already identified as part of post-custodial supervision).</p>		<p>Orange</p>

16. Prisoner insiders should be trained to operate as peer supporters on all wings.		42.6.b Prisoners receive information on getting help, e.g. contacting a member of staff, prisoner Listener, Insider and Buddy schemes and the Samaritans.	Health Care Manager	Oct-06	Need to select and train prisoners on a regular basis.	OAsyS risk assessment IT tool will help.	Green
17. The content of the induction leaflet should be reviewed and updated in consultation with prisoners.	72. All new receptions should be issued with the Compact information pack and given verbal information about what is going to happen in their first day or night following reception. 125. The Physical Education Department should have a formal input into induction programmes for all new prisoners.	29.21 Prisoners receive an 'Information Pack' or booklet/handout/audio tape (wherever possible in their own language) which includes information such as lock/unlock times, visits, canteen/prison shop and facilities list, Samaritans and any peer support groups.	Head of Residence	Dec-06	A new booklet and induction/reception audio tape needs to be developed. Resources will be needed to produce these documents, ensure systems in place to update and further production, including availability in a range of languages.		Orange
139. Records for life-sentenced prisoners due for transfer should be up to date and comprehensive, and in a format compatible with those at receiving prisons.	58. The inclusion of all Jersey Life Sentence prisoners in the wider UK system is recommended in the interests of prisoners and the community.		Head of Residence	May-07	Staff will need to be trained as well as a general review of the records.		Orange

**There should be a violence reduction strategy, and systems, procedures and staff training to deal with bullying.**

Good staff / prisoner relationships generally which makes staff feel safe even when staff are thin on the ground. The prison is generally a safe and secure place to work for staff and for those in custody. The significant exception is nights where all staff feel vulnerable but especially the female staff.

The management of 'prison bully's' needs to be addressed. Why not manage bully's through sport. (used at HMP Erlestoke, Gym sessions developed in conjunction with and jointly delivered by the prison Psychologist)

"Prisoners felt generally safe in their protected environment, but a culture of bullying is slowly on the increase. Staff do their best in attempting to reduce it, but procedures are not followed". (Source: *Staff/Prisoner Consultation Forums findings, May 2006* )

**Standards**

53. Violence Reduction. The prison will maintain personal safety for staff and prisoners by taking necessary action to prevent violence.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
25. An anti-bullying coordinator should be appointed.		53.2.a There are defined roles for co-ordination and management of the violence reduction strategy including: A lead officer appointed to co-ordinate the activity and facilitate development; A member of the SMT is appointed to support and guide the work.	Governor	2005	Principal Psychologist appointed.		Green
26. An anti-bullying committee should be set up to monitor and measure the quality of the anti-bullying strategy.	88. A timetable had been set out for implementation of the Anti-bullying policy across the whole establishment. Local prison management should review progress and set a date for the policy to become operational throughout La Moye.	53.2.b A multi disciplinary team meet monthly and is accountable to the SMT for monitoring progress. 53.2.c The multi disciplinary team is linked with other key areas e.g. suicide and self-harm prevention, diversity, drug & substance misuse, health & safety, child protection, MAPPA.	Principal Psychologist	Oct-06	Staff time (including managers) to become active members of the committee.		Red
27. Staff should be trained in anti-bullying procedures.		53.1.c Written guidance is published to all staff about their responsibilities and role in reducing violence and bullying.	Training Officer	Jun-07	Time to develop and deliver the training. (10 days to develop the training, including visits to other jurisdictions (travel and subsistence costs). Staff time to deliver and attend training).		Red

<p>28. There should be systems to ensure that all information concerning bullying is correlated, communicated and used to inform intervention.</p>		<p>53.1.e Information and intelligence about violence reduction is analysed monthly.</p>	<p>Principal Psychologist</p>	<p>Jun-07</p>	<p>Time to analyse the information and present to the committee. (Purchase of software for analysis, psychological assistant to input data etc.)</p>	<p>Development of the IT system (already funded).</p>	<p>Red</p>
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**There should be procedures for identifying and supporting vulnerable prisoners in appropriate locations.**

The VP population has grown because management didn't grip the problem in the past. The latest decision to put some former VP's in the compound is very worrying as the level of supervision is not compatible. ( *Source: Staff/Prisoner Consultation Forums findings, May 2006* )

### **Standards**

55. Segregation of Prisoners. Use of segregation will achieve the correct balance between the requirement to maintain order and discipline and the respect for human dignity. Segregation procedures seek to help prisoners address negative aspects of their behaviour and return positively to normal location.

60. Suicide and Self-Harm Prevention: Prison staff identify prisoners at risk and provide care and support to prevent prisoner suicides and reduce incidents of self-harm.



2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
19. The converted accommodation in the old reception is unfit for purpose and should be refurbished or closed. A cell call system should be installed there as a matter of urgency		55.4.1 Segregation accommodation is of equal standard to normal accommodation.	Governor				Green
29. Prisoners should not be located in the vulnerable prisoner unit without an examination of the reasons for application and an assessment of risk.	31. We recommend that reference be made to HMP Durham which has successfully introduced the principle of a 'Non-Collusive Regime' as a means of dispensing with a Vulnerable Prisoner Unit. 32. The difficulties of keeping remand and convicted prisoners safe in a single prison institution, in an island community, were noted and in our view, some of these difficulties might be reduced by keeping remand and convicted prisoners separately. We recommend accordingly.	55.5.b Prisoners are only segregated in their own interests when there are good and sufficient reasons for believing that the prisoner's safety and well being cannot reasonably be assured by other means. Reasons are recorded.	Unit Manager - VPU	Mar-07	Development of policies and methods for assessing risk. Production of forms and links with IT.	Introduction of IT system and database.	Orange
30. A senior manager should give authority for segregation at the request of the prisoner.		55.6.a The decision to segregate a prisoner will be taken by a senior manager. All sections of the relevant paperwork will be completed.	Head of Residence	Dec-06	Development of policies. Production of forms and links with IT.		Red

31. A senior manager should monitor the population profile of E wing each month.	111. There was absolutely no systematic and effective casework intervention to address the needs of VPU prisoners nor any visible attempt to transfer them to normal location in the prison and both issues should receive urgent remedial action.		Head of Residence/ Principal Psychologist	Mar-07	Linked with development of the IT system and database.		Red
32. Managers should ensure that staff can supervise prisoners adequately.			All Residential Unit Managers	Nov-06	Capital expenditure necessary to provide replacement accommodation and additional staff to ensure adequate supervision.		Red
33. Residential managers should be responsible for managing prisoners considered to be at risk of suicide and self-harm.	102. Alternative, more detailed, observation and reporting should be adopted in relation to F2052SH cases and the guidelines amended accordingly.	60.13 An F2052SH is opened in all cases of identified risk or actual self-harm, and the manager's initial action page is completed immediately as specified.	Head of Residence	Mar-06			Green
34. Residential staff should attend all F2052SH (self-harm monitoring) case reviews.	100. Steps should be taken to ensure that every member of staff appreciates that understanding and reducing the risk of suicide is everybody's concern. 101. Refresher training in suicide and self-harm awareness should be given to all staff at least once in every year following the year of appointment.	60.3 Necessary actions. All staff are alert to signs and symptoms indicating risk of self-harm/suicidal behaviour and, where identified, activate F2052SH procedures including an individual support plan.	All Residential Unit Managers	Apr-06	Time to develop and deliver the training. (3 days to develop the training). Staff time to deliver and attend training (0.5 day per member of staff initially and refresher training subsequently).		Green

35. Residential managers should regularly attend suicide prevention committee meetings.	103. Suicide Awareness Group meetings should be held at least bi-monthly with dates being formally planned ahead to ensure full and representative attendance.	60.1 Local Policy. A local policy statement and instructions are drawn up outlining a multi-disciplinary, multi agency approach to suicide prevention coordinated by the Suicide Prevention Team.	Head of Residence	Sep-05	Time to develop the policy including review of new policies. (10 days to develop the policy, including visits to other jurisdictions plus travel and subsistence costs).		Green
36. The suicide prevention committee should examine the correlation of bullying and self-harm each month.		53.2.c The multi-disciplinary team (violence reduction) is linked with other key areas e.g. suicide and self-harm prevention.	Principal Psychologist	Mar-07		Development of anti bullying strategy linked with development of the IT system and database.	Red
37. An anti-bullying coordinator should attend all suicide prevention committee meetings.		53.2.c The multi-disciplinary team (violence reduction) is linked with other key areas e.g. suicide and self-harm prevention.	Principal Psychologist	Sep-05			Green
38. Prisoners considered at risk of self-harm should not be managed in strip conditions.		60.3.e Prisoners identified as being 'at risk' of suicide/self-harm are not allocated to an unfurnished room or strip cell. In exceptional circumstances, such prisoners may be held in special accommodation for the shortest time if they are additionally identified as violent or refractory. Appropriate supervision measures are in place to ensure the safety of the prisoner during the period they remain in special accommodation.	Head of Residence	Mar-07	Some capital expenditure to convert some accommodation to suitable safer accommodation, including consideration for camera cover. Staff to ensure adequate supervision.		Red

**All buildings within the prison should be fit for purpose and meet the expected minimum standards for prisons.**

**Standards**

1. Accommodation (for the confinement of prisoners). Prisoner accommodation is certified according to measurable standards which meet the prison's aim of providing decent living accommodation for all prisoners.
24. Hygiene: The prison will provide living and working conditions that are hygienic and at least equivalent to those prevailing in the outside community.
32. Maintenance of Prison Buildings. All buildings and structures forming the prison estate are maintained as 'fit for purpose'.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
20. There should be a programme of refurbishment for A, B, C, D, E, F and G wings		1	Head of Works	Jun-08	Capital expenditure necessary to provide replacement accommodation and to refurbish the wings that remain in use.		Red
21. All cells should be fitted with integral sanitation.	7. Speedy access should be given to sanitation during all periods when prisoners are locked in their cells. 18. The prison should continue to pursue a solution to overnight lavatory access, including the option of fitting an electronic unlocking system.	1	Governor	2008	Capital expenditure necessary to provide replacement accommodation and to refurbish the wings that remain in use.	The opening of the new wing in September 2006 will provide an additional 62 places with integral sanitation. The next accommodation block is scheduled for completion during 2008 providing access to integral sanitation to the remainder of the population (assuming the population does not rise significantly).	Orange
18. There should be a full health and safety risk assessment of the arrangements for in-cell electricity.		21.4.1 Detailed monitoring/auditing schedules: i) are prepared and carried out in all workplaces in accordance with those schedules; ii) are subject to a report for each area; iii) an action plan drawn up highlighting remedial action to be taken within a timetable appropriate to the level of risk and iv) actions are completed within the specified timetables.	Deputy Governor/ Training Officer	Dec-07	Staff to be trained to carry out risk assessments. Local forms to be devised and produced. (5 days to develop and devise training and produce local forms). Staff time to deliver and undertake training and to carry out these assessments. Management time to monitor compliance.	Complete Health and Safety Risk Assessment of the prison is required.	Red

## There should be effective child protection measures

### Standards

47. Public Protection. The prison identifies potentially dangerous offenders, ensures that appropriate action is taken whilst in custody to reduce the risk of serious harm posed by such individuals, and participate in planning for their eventual release into the community, sharing information with other relevant agencies and contributing to multi-agency work when appropriate.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
1 Children and juveniles should be held in a separate secure unit.			Governor	Jan-07	Opening of new Greenfields site	Need for changes to the law.	Orange
39. Children should never be strip searched by a solitary member of staff and should never be strip searched without a documented risk assessment beforehand.			Deputy Governor	Mar-06	Additional staff to be deployed to reception.	Early notification of anticipated arrival time will aid. Better IT links will make further improvements.	Green
40.A senior member of staff should represent the prison at the Jersey child protection committee.			Governor	Jan-06			Green
41. The child protection coordinator should be allocated protected time to carry out this function.			Head of Operations	Dec-06	Additional staff time required.		Red
42. An internal child protection committee should be set up.			Head of Operations	Dec-06	Additional staff time required.		Red
43. Child protection training should be delivered to all staff who have contact with children.			Head of Operations/ Training Officer	Dec-07	Additional staff resources needed to design and deliver the training and staff time to attend the training.	Assistance in training to be provided by the Children's Service.	Red
44. There should be enhanced police checks on all staff who have contact with children.			Deputy Governor	Apr-07		Enhanced check already being undertaken for new staff. Developing arrangements for the remaining staff.	Orange

<p>45. There should be risk and vulnerability assessments to ensure that children are not exposed to individuals who might be an unacceptable risk to them, and that their individual needs are met.</p>	<p>33. The review of child protection should develop a system of vulnerability assessment to be completed by both Probation (or other qualified community based) staff to accompany all remanded or convicted young people when they arrived from the Court and the establishment's staff should then add their own observations and judgement to this assessment. 34. The protection procedures should be developed and implemented with urgency and a system of comprehensive vulnerability assessments should be developed for all new arrivals.</p>		<p>Head of Operations</p>	<p>May-07</p>	<p>Staff resources to develop the system and train staff in the implementation. Design of the system requires IT development skills.</p>	<p>Need to coordinate with other agencies through MAPPA type arrangements. Link with development of the prison IT system.</p>	<p>Red</p>
<p>46. Prison staff should be represented in the planning for the youth action team.</p>			<p>Governor</p>			<p>As a member of the Children's Executive, the Governor has had some involvement.</p>	<p>Green</p>



**There should be systems to record prisoners' ethnicity, monitor access to regime facilities by race and ethnicity, identify and meet the needs of black and minority ethnic and foreign national prisoners.**

Head of  
Operations

The group stated the establishment was non-racist and respect was good; Not allowed to keep in possession minority ethnic toiletries which are not available from the canteen and are only purchased with the goodwill of staff; No Portuguese books in the library; Different cultures, faiths are recognised and respected by both staff and prisoners alike; Religious registration or ethnicity is not always recorded on first reception. (*Source: Staff/Prisoner Consultation Forums findings, May 2006*)

## **Standards**

48. Race Equality (Prisoners). The prison applies policies that aim to eliminate harassment, victimisation, bullying and discrimination. The prison actively promotes good race relations among all prisoners and visitors. Racially abusive or insulting language or behaviour on the part of any prisoner or visitor will not be tolerated, and all reports of racist incidents will be investigated and acted upon.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
2 The prison should have a prisoner database and IT system so that it can effectively analyse and manage its prisoner population.			Governor	Dec-06	Implementation of the prison IT system (funding already available)	Funding approved by former Home Affairs Committee.	Orange
47. The prison should set up a race relations/diversity committee to champion work on race relations and diversity.	95. A multi-disciplinary forum, including members from relevant outside organisations, should be set up to provide a setting where Race Relations and the specific needs of Foreign Nationals and prisoners from minority ethnic groups can be addressed.	48.2a The Race Relations Management Team (RRMT) is chaired by the Governor or Deputy Governor. 48.2.b The RRMT must comprise representatives of all key functional areas of the prison. 48.2 d The RRMT consults, develops and maintains a network of outside organisations that will support the prison in cultural diversity and awareness. An up-to-date list of contacts is maintained by the RRMT.	Governor	Dec-06	Management and staff resources to provide an active committee including time to train the team (up to 10 days per member including visits to other jurisdictions plus travel and subsistence).	Link with other relevant organisations.	Orange
48. A race relations liaison/diversity officer should be appointed to carry forward the work started by the previous race relations liaison officer.	94. Central Race Relations and Foreign Nationals Liaison Officers should be appointed and trained to act as points of reference and to provide support to all prisoners from minority ethnic groups and for Foreign Nationals.	48.2.c The Race Relations Liaison Officer has a job description that fully incorporates the mandatory requirements of the job.	Governor	Dec-06	Staff Time (0.2 of an Officer)		Orange

49. A programme of training on race relations and diversity should be organised for all prison staff.	95. There did not appear to be any refresher training in Race Relations taking place and this should be implemented.		Governor/ Training Officer	Jun-07	Time to develop and deliver the training. (10 days to develop the training, including visits to other jurisdictions (travel and subsistence costs). Staff time to deliver and attend training).		Orange
50. The ethnicity and racial origins of all prisoners should be recorded in reception when they arrive.		49.2.g Information on each prisoner is recorded on their record (and electronic record).	Head of Operations	Dec-06		Dependant on the development of the prison database and IT system.	Orange
51. The prison should produce a policy for dealing with foreign nationals and appoint a coordinator to ensure their needs are met appropriately.			Head of Residence	May-07	Time to develop the policy including review of new policies. (10 days to develop the policy, including visits to other jurisdictions plus travel and subsistence costs).		Orange
52. The process of giving foreign national prisoners a free five-minute telephone call or letters in lieu of visits should be formalised, and telephone calls for foreign nationals isolated from family and friends should be subsidised.			Head of Residence	May-07	Cost of telephone calls.	As part of the policy for dealing with foreign prisoners (51).	Orange
53. Management should examine the reasons why foreign national prisoners, particularly Madeirans, are placed on the vulnerable prisoner unit and find appropriate solutions.	97. The issue of victimisation because of race or ethnicity should be addressed through staff and prisoners training to promote racial awareness.		Head of Residence/ Principal Psychologist.	May-07		Linked with policy (51) and anti bullying policy (28).	Orange

**There should be facilities for religious observance that meet statutory requirements.**

Limited Chaplaincy Services; There are no courses or prayer groups; Improve prisoner access to Ministers to enable individuals to practice their chosen faith and receive visits; Introduce weekly prayer sessions possibly in the evenings; Chaplaincy support is key to spiritual well being and stability of those in custody, but unfortunately at La Moye, there is little. (Source: *Staff/Prisoner Consultation Forums findings, May 2006*).

**Standards**

51. The prison will enable prisoners to participate in corporate worship and other religious activities that encourage their spiritual and personal development whilst in custody, and in preparation for release into the community.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
91. The prison should employ appropriately qualified chaplain(s) to undertake the statutory duties outlined in Prison (Jersey) Rules, 1957.		51.1 The Appointment of Chaplains. Chaplains are appointed to address the religious needs of the prison in accordance with prison instructions and legislation.	Governor	Sep-06	Part-time Chaplain and provision for additional sessional payments for other Ministers of Religion. (£30,000 p.a.)		Orange
92. Religious services should take place in a chapel or in a room dedicated for spiritual worship, and should be accessible to all prisoners weekly. Services should be available to prisoners from non-Christian faiths.	48. A dedicated area for religious practice and spiritual activities should be provided and made accessible to all prisoners.	51.5.a The prison sets aside designated areas for corporate worship and regular religious observance. Such accommodation acknowledges the religious, cultural and symbolic requirements of each faith tradition. 51.5.b A dedicated place of worship is available at all times for personal or private occasions of spiritual need. 51.5.c The religious use of designated places of worship takes priority; any other use is at the discretion of the Governor in consultation with the Chaplaincy Team.	Governor	Dec-11		Needs to be included in a future capital bid.	Red

**There should be a review of security, and the implementation of effective procedures and management systems.**

The shortfall in staff impacts on the Security Strategy & procedures; Often working to minimum staffing levels; Submitted SIRs fail to receive acknowledgement from the Security Dept. subsequently staff submit less. *(Source: Staff/Prisoner Consultation Forums findings, May 2006).*

### **Standards**

26. Incident Management: The prison will have in operation a set of Contingency and Tripartite Plans relating to an analysis of local risks to ensure the effective management of incidents.

54. Security: Prisoners are subject to such security restrictions as are necessary to keep them safely in custody and to protect the public, others inside the prison and themselves. Security restrictions will cover the functions of Control and Assessment, Accounting and Control, Searching and Communication and Surveillance.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
5. New night unlocking arrangements should be introduced immediately to ensure that an officer unlocking a cell does not carry other keys. The remaining keys should be held in a place where no prisoner has immediate access.		54	Deputy Governor	Sep-06	New orders to be written.	The opening of the next new accommodation unit will provide the opportunity to draw up new night locking arrangements.	Orange
95. There should be a security committee that holds monthly, minuted meetings.		54	Security Unit Manager	Jun-06			Green
96. There should be a full review of all work related to security, as a priority, to ensure it is adequately resourced.		54.4.a There is an appropriately managed and resourced Security Department with day-to-day and strategic management responsibility for security.	Deputy Governor	Mar-07	Recruitment of full team of OSGs combined with deployment of senior officers will achieve this.		Orange
97. All information submitted on security information reports (SIRs) should be analysed, and a senior manager should record the follow-up action required. Any intelligence identified should be used proactively, and staff submitting SIRs should receive acknowledgement.			Security Unit Manager	Oct-06			Orange

98. Scheduled quarterly searches and target searches of cells should always be carried out.		54.3.a Searching is managed, co-ordinated and delivered effectively.	Security Unit Manager	Mar-07	Management time to draw up a searching schedule, staff resources to carry out the searches and on-going training to ensure compliance with best practice.		Orange
99. Tools should be held on shadow boards in secure cabinets and only issued by staff through a tally system. Tools should be returned and accounted for before prisoners leave the area.		54.2.e The management of tools, equipment and property is controlled.	Head of Operations/ Security Unit Manager	Apr-07	Cost for cabinets, tallies and engraving tools.	Work is already underway to achieve this objective.	Orange
100. All potential weapons and escape equipment should be removed from the prison or stored securely, as a matter of priority.		54.2.e The management of tools, equipment and property is controlled.	Deputy Governor	Dec-06			Orange
101. Contingency plans should be tested regularly through the 'desk top' method.	104. A number of managers should be trained in the management of serious incidents. 105. Contingency plans should be regularly tested.	26.4 At least three incident types, one of which is a hostage, are tested at intervals during the year and follow the testing procedures contained in the Incident Management Manual.	Deputy Governor	Dec-07	Contingency Plans need to be re-written. Managers need to be trained and plans tested. (10 days to re-write the plans, including visits to other jurisdictions plus travel and subsistence costs). Training for senior managers - 2 per year to be trained (cost of course plus travel and subsistence).		Orange



145. There should be security measures to limit the availability of illegal drugs within the prison.		54.3 To ensure there are procedures in place which detect and deter threats to the security or control of the prison.	Head of Operations	Dec-06	Cost of technical aids such as x-ray machines. (Capital cost of approximately £100K for two different machines).	Opening of the Control Rooms and deployment of OSGs.	Orange
58. Protocols on the use of the prison drug dog should be written and published.			Security Unit Manager	Sep-06			Orange
134. Staff should not buy goods for prisoners outside the prison. All purchases, including orders from catalogues, should be made through the prison shop.	139. Personal Officers should not be allowed to make special purchase for prisoners, as this system could leave Officers open to intimidation or corruption. All special purchases should be ordered through the Canteen. 140. More use should be made of catalogue ordering facilities for goods not available in the canteen.	40 All eligible prisoners have the opportunity to spend their earnings and authorised amounts of private cash, on an approved range of products, at least once a week.	Residential Unit Managers.	Mar-07	Staff Time to develop a new system.		Orange

**More education and skills training should be introduced.**

Education opportunities for prisoners is poor, little access, poor range, no decent qualifications;

No vocational qualifications such as plumbing, electricians, painting and decorating. There is a desperate need for more vocational courses;

The Education programme is limited and needs reviewing. Classes are very basic and fail to meet the needs of much of the population. A needs analysis needs to be undertaken;

Education is extremely limited and courses are often fully or partially funded by prisoners, but not always. There is no apparent system or consistency;

The prison fails to take up the opportunity to offer forms of Vocational Skills such as Catering. Classrooms will soon be available so why not empower Caterers to deliver accredited courses in: food handling / preparation etc.;

Education for Young People is rudimentary and is not meeting their needs. *(Source: Staff/Prisoner Consultation Forums findings, May 2006)*

**Standards**

50. Regimes. The prison provides a constructive regime which addresses offending behaviour, improves educational and work skills and promotes law-abiding behaviour in custody and after release.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
3 The States of Jersey should consider transferring responsibility for prison health and <b>education</b> to the island's health and <b>education</b> departments.			Governor	Jan-08		Initial agreement required between Departments of Home Affairs, Health and Education, Sports and Leisure. Agreement achieved in principle with Department of Health.	Orange
81. The quantity and quality of education offered to prisoners should be increased substantially to meet the needs of the population.	39. The scale and quality of initial needs should be improved. 40. The curriculum offered should be established and developed based on the evidence gathered and that emerging from the initial needs assessment. 42. The number of accredited courses and opportunities in education and the workshops should be increased.		Governor	Mar-07	An initial Learning and Skills analysis has been undertaken and has estimated that approximately an additional £400K p.a. is required to introduce a base level of learning and skills training and one-off capital and equipment costs of approximately £50-100K.	A needs analysis is being undertaken to link with the amendment to the States Strategic Aim of improving education and training for prisoners.	Orange
	41. The teaching environment and facilities on the wings should be improved.		Governor	Dec-08	See above.		Orange
82. Staffing levels should be increased and administration support should be provided.	43. The number of staff (external) with teaching qualifications should be increased and steps taken to increase the number of voluntary workers and mentors.		Governor	Mar-07	See above.	Linked with the needs analysis (81).	Orange

83. Library resources should be improved.	44. Library provision and facilities should be improved.		Governor	Mar-07	An initial review has identified the need for a stock of at least 2,000 books with 20% replaced p.a. There should also be a part-time librarian employed as well as some prison officer supervisory/ discipline cover. Capital expenditure will be needed to provide the necessary space as well as fit out costs.		Orange
84. A post of learning and skills should be created to oversee the strategic development of work and education at La Moye.			Governor	Jan-07	Department of Education, Sport and Culture have agreed to fund this post from September 06.		Orange
85. The quality of work available to prisoners should be improved and should enable them to learn useful skills. The emphasis should be on skills acquisition for prisoners.	121. Opportunities for prisoners to gain work-based qualifications should be introduced.		Head of Operations	Jan-07	The needs analysis is likely to identify additional posts needed.	Recruitment of the skilled craftsmen will be the start of the process.	Orange
87. There should be monitoring arrangements to ensure prisoners attend work and classes as programmed, and that they attend punctually.		50.5.a The prison monitors the take up of purposeful activity. 50.5.c The prison has a SMT member who has responsibility for ensuring the effective operation of the regime monitoring system.	Head of Operations/ Orderly Officers	Dec-06		A regime monitoring system needs to be developed linked with the development of the prisoner database and IT system.	Orange

<p>127. All prisoners who handle food should be trained in food hygiene, and food serving should conform to food safety and hygiene requirements.</p>	<p>49. Management should consider establishing links with mainland prison catering operations (such as the Isle of Wight) to gain advice on effective cleaning and supervision systems. 132. It should be a requirement that all prisoners receive health and safety training before starting work in the kitchen.</p>	<p>4.1.b Food handlers are competent, supervised and instructed in food hygiene matters commensurate with their work activities.</p>	<p>Catering Manager</p>	<p>Oct-06</p>		<p>The opening of the new kitchen will be the opportunity to introduce this training.</p>	<p>Orange</p>
<p>128. The catering department should offer industry recognised vocational training.</p>	<p>133. Senior management should ensure that all prisoners are able to gain training and qualifications when working in the kitchen.</p>	<p>4.8.a Prisoners are offered opportunities to engage in hotel and catering education and training programmes, or work related activities leading to accredited qualifications.</p>	<p>Catering Manager</p>	<p>Mar-07</p>		<p>The appointment of a Head of Learning and Skills combined with the opening of the new kitchen will provide the opportunity to take this forward.</p>	<p>Orange</p>

**There should be a resettlement needs analysis, followed by the implementation of effective resettlement strategy, supported by a committee and led by a manager.**

Head of  
Residence

There is no resettlement work; There is little or no sentence planning taking place;

There is little in the way of addressing offending behaviour or preparation for release for short-term prisoners;

There is no resettlement activity. You just get turned out of the door with not even the bus fare home, if you have somewhere to go;

The current regime delivers little that will help in the resettlement of offenders;

The establishment need to recognise the resettlement needs for the population, such as Accommodation, Employment, Drug Treatment etc.

*(Source: Staff/Prisoner Consultation Forums, May 2006).*

## **Standards**

31. Life Sentence Prisoners: All life sentence prisoners are managed with the aim of meeting their individual needs during sentence. The aim is to reduce risk so that release can take place on tariff expiry providing the risk to public safety is assessed as manageable, and continues to be manageable after release.

47. Public Protection. The prison identifies potentially dangerous offenders, ensures that appropriate action is taken whilst in custody to reduce the risk of serious harm posed by such individuals, and participate in planning for their eventual release into the community, sharing information with other relevant agencies and contributing to multi-agency work when appropriate.

52. Resettlement . All prisoners have the opportunity to maintain and develop appropriate community ties and to prepare for their release. Provision by the prison in collaboration with the Probation Service is targeted on the basis of an assessment of risks and needs and directed towards reducing the risk of re-offending and risk of harm.

57. Sentence Management and Planning: All eligible prisoners have sentence plans prepared in a timely, open manner, based on an assessment of needs. They are developed in consultation with the relevant parties and set targets for addressing offending behaviour and the constructive use of time in custody.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
22. A policy document should be published setting out the operation of the personal officer scheme and managerial responsibilities, and there should be guidance for personal officers on their role.	59. Development of both Sentence Planning and Personal Officer schemes should assume some urgency since Sentence Planning was non-existent in the cases of adult male prisoners and had enjoyed only a limited introduction in the Female Unit.	52.3.a A personal officer scheme is in operation.	Head of Residence	Nov-07	Management time to develop policies. Costs of producing policy documents. Training time for personal officers. (10 days to develop the policy, including visit to other jurisdictions, travel and subsistence.)	Link with development of post custodial supervision (some resources already allocated).	Red
23. There should be routine management checks of personal officers' contact time and the quality of entries in prisoners' personal files.	146. The Personal Officer Scheme should be further developed to assume an important status within a formalised Sentence Planning structure.	57.7 Clear systems are in operation for: timetable monitoring; requesting internal and external contributors; monitoring the quality of sentence plans.	Residential Unit Managers	Nov-07	see above.	see above.	Red
24. Personal officers should have scheduled times to carry out their duties.	147. A local Personal Officer training programme should be launched to raise the general level of performance based on the standards achieved by the majority of staff at La Moye.		Residential Unit Managers & Training Officer	Nov-07	Officers time to carry out the duties and undertake training once established from the policy.	see above.	Orange
137. A resettlement policy should be produced and a resettlement policy committee convened.		52.1 Resettlement work is steered by a Resettlement Policy Committee. A senior manager is responsible for ensuring delivery of resettlement services.	Head of Residence	Mar-07	Management time to develop policies. Costs of producing policy documents. Training time for personal officers. (10 days to develop the policy, including visit to other jurisdictions, travel and subsistence.)	To be linked with the policy on personal officer/ sentence planning.	Orange

<p>138. A manager should be allocated lead responsibility for introducing a standard system of sentence planning for all prisoners, and should prepare plans to ensure that the new sentence planning staff can carry out their duties effectively. The system should be compatible with that used by the probation service.</p>	<p>60. The sentence planning system for those in the Young Offender Unit should be strengthened and the Probation and Aftercare Service should make a contribution at all stages of the sentence. Record keeping should be improved, with all information relating to a young person being held in one case file easily accessible to all unit staff.  143. A senior manager should be given a more visible responsibility to ensure the proper development of Sentence Planning. 145. Good sentence planning provides the evidence upon which demands for resources can be based and for this reason alone it should be seen to have the full and unambiguous backing of the Senior Management Team.</p>	<p>57.7.b A designated senior manager has responsibility for sentence planning and there is a designated sentence planning coordinator.</p>	<p>Head of Residence</p>	<p>Mar-07</p>	<p>Administrative support (0.5 Administration post).</p>	<p>This will be developed as part of the resettlement policy.</p>	<p>Orange</p>
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<p>6. There should be some form of compulsory post-custody supervision for prisoners identified as presenting a risk to the public.</p>	<p>68. Consideration should be given to the development of a Sex Offender Register; and to the introduction of an Automatic Conditional Release scheme for adult male and female prisoners; and that these should be without prejudice to the issues of Parole and Electronic Surveillance to which we also referred earlier. 71. Consideration should be given to legislative change to incorporate release on parole into Jersey law and in this event to consider a system whereby UK citizens, convicted and sentenced in Jersey, should be automatically transferred to serve their sentences in UK prisons without detriment.</p>		<p>The Governor</p>	<p>May-07</p>	<p>Funding of additional staff already available.</p>	<p>New drafting proposals are being prepared in conjunction with Home Affairs and the Probation Service.</p>	<p>Orange</p>
<p>140. The prisoner needs analysis should be used to determine offending behaviour programme work, and the prison-based psychologist should establish formal links with the Prison Service offending behaviour programme for advice on how to develop this work.</p>		<p>50.1.a A written regime is available which is based on an assessment of the prisoner need profile and directly addresses risks of re-offending on release.</p>	<p>Head of Residence/ Principal Psychologist.</p>	<p>Mar-07</p>	<p>Development of an offending behaviour programme (10 days development of programme including links to other jurisdictions (travel and subsistence costs). Additional tutor and psychological assistant.</p>		<p>Orange</p>

<p>146. The resettlement policy committee should identify a strategy for successful reintegration planning, which should include: i) extending the range of direct services currently available to help with pre-release, ii) introducing a method for reviewing and monitoring work placements, iii) reviewing the provision and practice of temporary release, iv) taking account of the lack of financial support available for prisoners on release.</p>		<p>9.2 Resettlement and reintegration needs have been addressed, and this has been checked prior to discharge by the Discharge Board.</p>	<p>Head of Residence</p>	<p>Mar-07</p>		<p>Linded with development of the policy (see above).</p>	<p>Orange</p>
<p>147. A public protection committee should be convened and a public protection policy published.</p>			<p>Governor</p>	<p>Dec-06</p>		<p>Link with development of MAPPA type arrangements for Jersey.</p>	<p>Orange</p>
<p>148. All of the partner agencies should agree on the best means of identifying, assessing, reviewing and supervising high-risk cases.</p>		<p>47.3.a A consultation process operates. The process is minuted. 47.3.e The prison meets its responsibilities as part of MAPPA. A formal agreement exists between the Police, Probation Service and the Prison on the level of contribution within MAPPA.</p>	<p>Governor</p>	<p>Dec-06</p>		<p>Link with development of MAPPA type arrangements for Jersey.</p>	<p>Orange</p>
<p>149. A full-time probation officer should be based in the prison.</p>	<p>61. Consideration should be given to the secondment of a Probation Officer into the prison in order to promote joint working, especially on Offender Behaviour programmes and aftercare arrangements.</p>		<p>Gov</p>	<p>Oct-06</p>			<p>Green</p>

**The Healthcare needs of prisoners should meet or exceed international standards (including the needs of substance misusers).**

Deputy  
Governor

Opportunity to see the Doctor at weekend is poor; Availability to see the Dentist is poor;

Length of time to book appointments to see the Optician is unacceptable; Dental treatment seems to be solely for convicted prisoners;

Out-patient appointments were missed due to lack of communication between Healthcare & discipline staff;

Healthcare is essential to the well being of prisoners; staff require regular training in developing clinical procedures. This doesn't happen.  
*(Source: Staff/Prisoner Consultation Forums findings, May 2006).*

**Standards**

10. Drug Strategy: Staff work to ensure a continuing reduction in the availability of drugs through a range of supply reduction measures, identify prisoners who are drug misusers, provide them with the opportunity for treatment and support to help them avoid drugs and reduce the risk of them committing drug related crimes after their release.

22. To provide prisoners with access to the same range and quality of services as the general public from the States of Jersey Health Service.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
7. The recommendation of the review group to transfer prison healthcare funding should be endorsed to implement the healthcare improvement proposals.			Governor	Jan-08		Agreement achieved in principle with Department of Health.	Orange
8. There should be formal mechanisms to promote joint working.			Governor	Dec-06	Management time to draw up agreements.	Will link with proposals to transfer responsibility to Department of Health.	Orange
3 The States of Jersey should consider transferring responsibility for prison <b>health</b> and education to the island's <b>health</b> and education departments.			Governor	Jan-08		Initial agreement required between Departments of Home Affairs, Health and Education, Sports and Leisure. Agreement achieved in principle with Department of Health.	Orange
61. Algorithm-based nurse triage should be introduced.	118. Consideration should be given to developing a triage protocol and to ensuring that any group direction on nurse prescribing meets legal requirements.	22.2.a The prison policies for the delivery of services are developed and implemented in line with relevant Health services.	Health Care Manager	Mar-07		Ideas will be generated following visits to HMP Winchester in Autumn 2006 and linked with the proposal to transfer responsibility to the Department of Health.	Orange
62. Nurse-led clinics should be introduced.			Health Care Manager	Mar-07			Orange
63. Administrative staff should be employed to release nurses from non-clinical duties.	113. The need for clerical support to the Health Care service should be reviewed.		Governor	Jan-07	0.5 Staff member	Will require a staff bid	Orange
64. Staff shift patterns should be reviewed to maximise resources.			Health Care Manager/ Head of Operations	Oct-06			Green
65. Nurses should not undertake discipline duties, such as control and restraint and locking of wings.			Health Care Manager/ Head of Operations	Oct-06			Green

66. There should be clinical supervision for all staff, and clinical governance should be introduced.		22.4.g Clinical supervision, provided by appropriately qualified professional staff, is available to all nursing staff.	Health Care Manager	Jan-07			Orange
67. A primary care-compatible IT system should be installed.	114. The introduction of a clinical computing system should be considered.		Health Care Manager	Dec-07		Link with the States primary care IT system.	Orange
68. The garden space next to the healthcare centre should be developed to provide extra clinical accommodation.			Governor	Dec-11		To be considered as part of next capital programme.	Red
69. A defibrillator should be provided and all staff (including the dentist and dental nurse) should have training in its use, as well as cardiopulmonary resuscitation.			Health Care Manager/ Training Officer	Mar-07	Cost of defibrillator and training time (initial and refresher).		Red
70. There should be a medicines and therapeutics committee, including the chief pharmacist and doctors, to review all pharmacy policies and procedures and introduce medicines management, review the use of drug administration charts and the use of patient group direction.		22.13 A multi-disciplinary Drugs and Therapeutics Committee, Medicines Management Committee or equivalent, chaired by the pharmacist, or with pharmacist input, determines local policy on pharmaceutical services for the prison.	Health Care Manager	Mar-07			Orange
71. Medication for administration should not be pre-prepared and left out in unlabelled 'tots'.		22.13.a Prescribing, dispensing and storage of drugs, including controlled drugs are in line with current legislation.	Health Care Manager	Mar-07			Orange

72. All prescriptions, including those for stock medicines, should be faxed through to the pharmacy.		22.13.a Prescribing, dispensing and storage of drugs, including controlled drugs are in line with current legislation.	Health Care Manager	Mar-07			Orange
73. All pre-packs and medicines issued to prisoners should be labelled in accordance with the Medicines Act requirements, and all dispensed medication should include a patient information leaflet.		22.13.a Prescribing, dispensing and storage of drugs, including controlled drugs are in line with current legislation.	Health Care Manager	Mar-07			Orange
74. There should be a formal procedure to enable healthcare staff to administer prescription-only medicines from stock in an emergency.		22.13.b Arrangements are in place for the storage of drugs, including controlled drugs, in secure and appropriate conditions and security of treatment rooms and pharmacies.	Health Care Manager	Mar-07			Orange
75. All prescriptions and instructions to administer drugs should be signed off by the doctor involved.			Health Care Manager	Mar-07			Orange
76. Agreed pharmacy stock levels should be implemented.			Health Care Manager	Mar-07			Orange
77. Discontinued medicines awaiting destruction should be clearly quarantined, and an appropriate, licensed waste remover should be contracted to provide this service.			Health Care Manager	Mar-07			Orange
78. The dental unit should be replaced.		22.14.h The dental service is provided in suitable, properly equipped accommodation.	Governor	Dec-08	Cost of new unit.		Orange

79. All healthcare policies should be reviewed and updated regularly.		22.2.a The policies for the delivery of services are developed and implemented in line with relevant Health services.	Health Care Manager	May-07			Orange
80. There should be an increase in mental healthcare provision, including that for patients with counselling needs.		22.9 A multi-disciplinary team, including Healthcare professionals, to the full extent that such input is available, develops and implements protocols for the provision of Mental Health Services which are grounded in the standards of the National Service Framework for Mental Health.	Governor/ Health Care Manager	May-07		Link with Department of Health.	Red
141. A comprehensive drug and alcohol strategy should be developed which integrates supply and demand reduction initiatives, contains detailed action plans and performance measures, and reflects the needs of the different populations. Available data should be analysed to inform the strategy.	20. The Community Alcohol and Drug Service should be enlisted to conduct a needs analysis in the prison.	10.1 The prison develops a drugs strategy which aims to: restrict the availability of drugs in the prison; identify prisoners who have been misusing drugs; provide them with advice, treatment and support of appropriate intensity and prevent harm to the well-being of themselves and others.	Principal Psychologist	Oct-06			Green
142. Specialist advice should be sought before there are changes to the clinical management of opiate users, as current healthcare resources are insufficient to introduce the prescribing of controlled drugs safely.			Health Care Manager	Dec-06			Orange

143. Drug and alcohol counselling should be extended to meet the needs of all prisoners.		10.3.g Counselling or groupwork is provided for those assessed as needing these types of intervention.	Governor/ Principal Psychologist	Jan-07	Additional drugs workers needed.		Orange
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**The systems and processes for regulating the behaviour of prisoners should be reviewed with the aim to have consistent policies across the prison.**

Governor

Rules seem arbitrary; There is little consistency; Many staff don't seem to know what the rules are or able to keep up with the many changes; No consistency of prison rules;

Management make the decision to relocate enhanced prisoners out of single cells for no good reason and the cells now remain empty; The reason for this action has never been made clear; Why?;

You need a minimum of 4 prisoners at a time to go to the main yard. You cannot just walk around you must do 'activity' which is not always led by a trained member of staff;

There needs to be more continuity in the decision-making processes by managers and the way they communicate information & instructions; Some wings leave prisoners unlocked over the lunchtime period, some lock them up. (*Source: Staff/Prisoner Consultation Forums. May 2006*).

## **Standards**

2. Adjudications. The instigation and conduct of disciplinary proceedings against prisoners are fair and just, and in the interest of maintaining order, control and a safe environment.

6. Complaints Procedure. The investigation of complaints by prisoners is timely, thorough, fair, reasonable and just.

25. Incentives and Earned Privileges. The prison operates an Incentives and Earned Privilege (IEP) scheme, for prisoners. The scheme encourages responsible behaviour, participation in constructive activity and progress through the prison system by prisoners and a more disciplined, controlled and safer environment for prisoners and staff.

61. Use of Force: Force is only used when necessary and no more force than is necessary is applied.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
59. A formal, auditable prisoner complaint system should be introduced.	24. A clear independent avenue of complaint should be set up with the appointment of a Prisons' Ombudsman.	6.1.a Printed material explaining how to make a complaint is freely available in all residential areas. 6.5.a The prison has a complaints co-ordinator to supervise the efficient operation of the complaints procedure. 6.5.b The prison has a complaints clerk to log complaints, send interim replies and ensure that final replies are timely.	Governor	Apr-07	Management time to devise the system. 0.5 Administration staff to administer the system.		Orange
60. Legal reference material should be available to prisoners in the prison library.	5. Access to a library of current legal textbooks should be ensured in all relevant cases.		Head of Operations	Dec-06		Use will be made of the prisoner IT system.	Orange
57. There should be formal, scheduled, monthly reviews of visitors on closed visits.			Deputy Governor	Sep-06		agenda item on the Security Committee meeting.	Orange
94. Exercise should only be cancelled with the authority of the duty governor, and there should be a log of the occasions when it is cancelled, who took the decision and for what reason.			Orderly Officers	Oct-06		The opening of the Control Room will assist this.	Orange
102. A comprehensive list of the prison rules should be drawn up and publicised in all residential wings.			Head of Residence.	Dec-06		This will also be listed on the prisoner IT system.	Orange

103. All senior managers who conduct adjudication hearings should attend a recognised training course.		2. The instigation of conduct of disciplinary proceedings against prisoners are fair and just, and in the interest of maintaining order, control and a safe environment.	Governor	Jun-07	Management time to develop a new system. Costs of producing documents. Training time for adjudicators. (10 days to develop the policy, including visit to other jurisdictions, travel and subsistence.)		Orange
104. Punishment tariffs for specific offences should be devised and published to staff and prisoners, and there should be regular, minuted standardisation meetings.		2 (8) The following are recorded on either form ? or Minor Report Book: h) Reasons for departing from punishment guidelines.	Governor	Jun-07	see above.		Orange
105. All locations used for adjudication hearings should be risk assessed and cleared of potential weapons before the hearing.			Head of Residence	Mar-07			Orange
106. Prisoners placed on governor's report should be able to request witnesses and legal representation, and should be invited to do so as part of the formal process.		2 (8.) The following are recorded on either form ? or Minor Report Book: b) Adjournment to request legal advice; c) Consideration of requests for legal representation or McKenzie friend using the Tarrant Principles; f) Prisoners have been asked if they wish to call or question witnesses.	Governor	Jun-07	see above.		Orange

107 Prisoners should be given written information before an adjudication that explains the process fully.	107 Written notice of any disciplinary charge should be given to a prisoner at least 24 hours before a hearing	2 (5.1) Prisoners are served with form ? at least two hours before the start of the adjudication. 2 (7) The Prison Adjudication Manual is available to prisoners before and during the adjudication or minor report hearing.	Governor	Jun-07	see above.	Red
108. Use of force documentation should be completed on every occasion force is used on a prisoner.		61.3.a After every incident involving the use of force against a prisoner the following forms are completed: Use of Force Report Form; Officer's Statement.	Deputy Governor	Sep-06		Green
109. The special cell should not be used solely to prevent acts of self-harm. The prison should develop more appropriate arrangements to support prisoners in times of crisis.	106. When locating a prisoner in a special cell, a checklist of action to be taken should be fixed to the outer side of the cell door to provide an aide-memoire for staff and ensure full compliance with procedures.		Governor/ Health Care Manager	Jan-07		Orange
110. Planned control and restraint interventions should be recorded by video camera.			Head of Operations/ Training Officer	Sep-06	Purchase of video camera	Orange
111. The time that a prisoner is removed from a special cell should always be recorded. Senior managers should ensure that prisoners in a special cell are closely monitored and returned to normal location at the earliest opportunity.			Deputy Governor	Dec-06		Orange

112. There should be published selection criteria for staff working in segregation units to ensure maximum continuity. The governor should authorise all staff who work in the segregation units.		55.1.a There is a published staff selection and induction policy. 55.1.b The selection of all regular members of staff working in the segregation unit is endorsed by the Governor.	Governor	Dec-07			Orange
113. All prisoners held in segregated conditions should receive daily access to showers.			Head of Residence	Sep-06			Orange
114. A governor should formally authorise in writing the status of prisoners held in segregated conditions, and their ongoing status should be reviewed formally and regularly. Prisoners should be held in segregation no longer than absolutely necessary.		55.6.a The decision to segregate a prisoner will be taken by a senior unit manager or above. All sections of paperwork will be fully completed.	Deputy Governor	Mar-07			Orange
115. Prisoners who are located in the segregation units should not be strip searched routinely but only if necessary following risk assessment.			Deputy Governor	Sep-06			Green

<p>116. Statutory visitors should visit all prisoners in segregated conditions each day, and these visits should be recorded. A member of the board of visitors should visit at least once a week.</p>		<p>55.3.a The Orderly Officer visits every day, and speaks to staff and all prisoners in the unit. 55.3.b The Governor or person designated to be in charge of the prison visits once a week and sees all prisoners. A record of these visits is maintained. 55.3.c A doctor or hospital officer will visit each prisoner in segregation on a daily basis and make a record of this visit on the IMR. 55.3.d A member of the Chlaincy team visits daily and sees all prisoners. 55.3.e A member of the Board of Visitors visits the segregation unit during rota visits and sees all prisoners.</p>	<p>Governor</p>	<p>Dec-06</p>			<p>Orange</p>
<p>117. All charges should be fully investigated by adjudicators.</p>			<p>Governor</p>	<p>Sep-06</p>			<p>Green</p>
<p>118. The punishment cells on E wing should have appropriate cell furniture.</p>			<p>Head of Residence</p>	<p>Mar-07</p>	<p>Purchase of appropriate furniture.</p>		<p>Orange</p>
<p>119. Entries in wing history files should be made daily, and consistently demonstrate that those held in segregated conditions are being effectively monitored.</p>			<p>Head of Residence/ Training Officer</p>	<p>Mar-07</p>			<p>Orange</p>

120. A record should be maintained of all women prisoners held in segregated conditions.	9. Separately located segregation cells should be used for men and women. The reportedly unused padded cell should be converted into normal accommodation as soon as possible.		Head of Residence	Sep-06			Green
121. There should be an incentives and earned privileges (IEP) scheme for vulnerable prisoners on E wing.	109. Senior management should give priority to the development of IEP schemes.		Head of Residence	Mar-07			Orange
122. Incentive levels for adult males should not be restricted by location.			Head of Residence	Mar-07			Orange
123. Enhanced status should be available to all prisoners after a reasonable period of settling in and assessment.	110. Senior management should review the IEP scheme for male prisoners to ensure that all those eligible for the Enhanced level are placed on it without undue delay. This should include those who are unconvicted and those serving sentences of less than 18 months.	25.5 The scheme is monitored by the Senior Management Team.	Head of Residence	Mar-07			Orange
124. Prisoners should not be downgraded in the IEP scheme for a single, minor incident or for providing a positive voluntary drug test.		25.2.b Decisions are based on patterns of behaviour and not generally on a single incident, unless it is especially serious.	Head of Residence	Mar-07			Orange
125. The IEP scheme on the women's wing should be more effective.	108. A proper Incentives and Earned Privileges Scheme should be put in place for women.		Head of Residence	Mar-07			Orange
93. Enhanced female prisoners should have equal access to Communicare family visits.			Unit Manager (Female Unit)	Dec-06			Orange

<p>131. Prisoners, including those on A, B and C wings, should receive an appropriate level of supervision at meal times.</p>	<p>134. The whole of the food servery system should be reviewed immediately and the local Environmental Health Officer should be asked to advise on best practice.</p>		<p>Head of Residence</p>	<p>Oct-06</p>			<p>Orange</p>
<p>144. Drug testing should be reviewed and its role clarified.</p>	<p>21. To describe the current drugs testing at La Moye as 'voluntary' is patently inappropriate and the testing policy should be reviewed. 22. There should be a review of the way in which the testing for drugs at La Moye is carried out, both in terms of its application and its processes.</p>		<p>Principal Psychologist</p>	<p>Dec-06</p>		<p>See reference to Drug Strategy.</p>	<p>Orange</p>



**The experience of all visiting the prison should be enhanced.**

The visiting room is unwelcoming for visitors; There are a lack of pictures, plants, posters etc, to brighten the environment and encourage visitors to relax; No coffee or refreshment facilities (*Source: Staff/Prisoner Consultation Forums findings, May 2006*).

**Standards**

41. Prisoner Communications. The prison enables prisoners to communicate with those outside, particularly to maintain family ties. In doing so the prison ensures that proper restrictions are in place to address security, good order or discipline (GOOD), and to prevent crime, in the interests of victims and the general public.

44. Prisoners' Family Life. The prison enables prisoners to maintain close and meaningful relationships with family and friends, while taking account of security needs.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
55. A visitors' centre should be established and should provide information on what visitors can expect from their visit and how to receive help when needed.			Governor	Dec-08	Capital cost of building and resource cost to operate it.		Red
56. The physical conditions for visits should be improved up to an acceptable condition, and there should be better facilities, particularly for those with children.	47. In the longer term, the physical conditions in which visits take place should be radically improved to bring them up to an acceptable condition and the lack of facilities, particularly for those with children, should be addressed.		Governor	Dec-11	To be considered as part of the next phase of capital work.		Red

**Provision of activities (work and recreation) for prisoners should be improved.**

There is little work for prisoners and what work there is, is poor, ‘not conducive to aiding resettlement of prisoners’;

There are no accredited courses available; Improve the Gym facilities and equipment;

Nowhere to go on the wing for some peace and quiet. This can be a problem due to the wide age mix on the unit;

You need a minimum of 4 prisoners at a time to go to the main yard. You cannot just walk around you must do ‘activity’ which is not always led by a trained member of staff;

The Regime is poor and dysfunctional. The regime is not mirrored across the wings/units, they all differ; Access to the Gymnasium is very limited;

There is limited work for the female population, cleaning work and ‘compound’;

Time unlocked is good, though purposeful activity is sadly lacking. *(Source: Staff/Prisoner Consultation Forums findings, May 2006)*

**Standards**

8. Prisoners with disabilities. The prison will ensure that all prisoners are able, with reasonable adjustment, to participate equally and without discrimination in all aspects of prison life.

12. Prison Industries. Provision of industrial workshops to occupy prisoners in out of cell activity and whenever possible to help them gain skills, qualifications and work experience to improve their employment prospects on release.

38. Physical Education. The purpose of Physical Education is to provide cost effective and quality occupation for prisoners that assists in their physical and social well being; PE also has a key role to play in helping prisoners address deficits in basic education by offering activity based skills as well as vocational competencies and in helping tackle offending behaviour and reducing the likelihood of re-offending.

2005 Recommendation	2001 Recommendation	Jersey Prison Standard	Lead Manager	Target Date	Resource Implications	Other Links/Comments	When Achieved
89. There should be more physical education equipment on the wings with restricted access to the main gym.	45. Physical Education facilities should be improved for all prisoners as a matter of priority.		Governor			The decision has been taken to improve access to the main gym and provide equipment for that location.	Green
90. Vocational training should be offered alongside the recreational PE programme.	128. Physical Education staff should be used to train prisoners in first aid and kinetic lifting techniques.	38.2.b PE provides opportunities for prisoners to gain vocational awards.	Head of Operations/ PEI	Jun-07		To be linked with the review of education and learning.	Orange
	127. Physical Education staff have much to contribute to wider elements of the regime and prisoner care and their potential should be developed in this way at La Moye.	38.3.d The PE department must deliver at least the minimum intervention requirements of 'Tackling Drugs through Physical Education'	Head of Operations/ PEI	Jun-07	An additional PEI to deliver courses.		Orange
86. There should be an improved work allocation system which takes account of individual prisoners identified needs.	123. Work allocation should be based on individual need.	12.1.b A workshop allocation process must be in place to process and respond to applications for workshop employment. This must consider individual prisoners' training and resettlement needs. 50.2.c Allocation to activities takes account of targets in individual sentence/training plans.	Orderly Officers	Dec-06	The system for work allocation needs to be reviewed and new systems introduced. (Management time and costs to produce forms etc.)		Orange
88. Workplace supervisors should ensure that prisoners use protective clothing and equipment at all times.	124. Local management should arrange for an industrial Health and Safety survey to be undertaken by a suitably qualified person and action taken on any recommendations which may result.	12.3 All employment of prisoners in industries takes place in accordance with Health and Safety legislation, other current regulations and relevant codes of practice.	Orderly Officers	Oct-06			Orange

126. Kitchen workers should have parity of pay and conditions with prisoners employed in the workshops.	131. Senior management should take steps to improve conditions in the Kitchen to a level that competes favourably with other work opportunities in the prison.	50.4.a The pay structure complies with all relevant instructions and legislation and encourages involvement in purposeful activity.	Governor	Sep-06			Orange
135. The range of goods in the prison shop should be significantly expanded. Prisoners should be surveyed as to their requirements.	137. The ethnic, cultural and gender needs of prisoners should be regularly assessed and provided for in the Prison Shop.	40.3.b A master list of all items for purchase which takes account of the needs of young persons under the age of 18, women prisoners and those from Black and Minority Ethnic groups is available to prisoners. 40.1.c A review of prisoners needs is held at least 3 times a year.	Unit Manager (Female Unit)	Mar-07			Orange