

# 5. CLOSE SUPERVISION CENTRES

Issued: May 2005

**STANDARD:** Close Supervision Centres (CSCs) operate as part of a national management strategy which aims to control and support problematic or disruptive prisoners.

## PERFORMANCE INDICATORS:

- Audit compliance
- All prisoners are managed in accordance with individual care plans

## APPLICABILITY:

- Establishments

## REQUIRED OUTCOMES

### SELECTION

Selection decisions are taken by the CSC Selection Committee (CSCSC) in accordance with the selection criteria. To ensure that full consideration is taken prior to any prisoner being selected.

### DESIGNATION

Under Prison Rule 46, where it appears desirable, for the maintenance of good order or discipline (GOOD) or to ensure the safety of officers, prisoners or any other person, that a prisoner should not associate with other prisoners, either generally or for particular purposes, the Secretary of State may direct the prisoner's removal from association accordingly and his placement in a CSC of an establishment.

### INFORMATION TO PRISONERS

All prisoners in the CSC system are given information about their allocation to and continued placement in the system and the regimes and conditions within the Centres.

## KEY AUDIT BASELINES

1. CSCSC minutes demonstrate that the selection criteria are applied before a prisoner is placed in the CSC system ie prisoners who have exhibited any of the following:
  - 1.1 been violent to staff or other prisoners
  - 1.2 regularly incurred disciplinary reports
  - 1.3 caused serious damage to property in the establishment
  - 1.4 Shown dangerous behaviour (eg hostage taking).
2. Prisoners held under Prison Rule 46 are held in areas or cells designated by signs as part of the CSC system.
3. Decision letters regarding selection are signed by the Director of High Security and sent to prisoners within the required timescale.
4. Prisoners receive written monthly reports, which provide a summary of the information on which decisions are made. Prisoners who have disabilities or those who are unable to read English have, where possible, other arrangements should they desire – a record of this will be made.
5. Routines and entitlements are displayed in the CSC and prisoners are provided access to a written copy. Prisoners who have disabilities or those who are unable to read English have, where possible, other arrangements should they desire – a record of this will be made.

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**ASSESSMENT AND REVIEW**

CSC prisoners are subject to a joint management and care plan which reflects their individual needs, including any mental health needs.

All placements are reviewed in accordance with the provisions of Prison Rule 46.

All prisoners held in the CSC system are subject to the required sentence planning and public protection procedures and categorisation reviews.

**REGIMES**

There is a published regime for each CSC which is known and observed by prisoners and staff, providing for:

- education
- libraries
- exercise
- showers or baths
- visits
- telephone calls.

Subject to risk assessment;

- a level of association
- creative activity (music, art, games)
- cell hobbies.

The published regime is approved and certified by the Director of High Security Prisons.

**PRISONER MANAGEMENT**

Prisoners in the CSC system are managed with respect for their human dignity and in a manner appropriate to their demeanour and the reasons for their placement.

**STAFF AND MANAGEMENT**

Staff working in CSCs are selected for their competence to deal with difficult situations and to support prisoners.

Staff working in CSCs are supported by senior managers and receive nationally approved training.

6. Care plans demonstrate that prisoners' needs have been individually assessed by a multi-disciplinary team including representations from prison officer grades, psychology, probation, healthcare, psychiatry and education.
  7. Minutes of CSCSC meetings demonstrate that monthly reviews have taken place for every CSC prisoner.
  8. Eligible prisoners are reviewed in accordance with mandatory requirements.
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9. There is a published regime, signed by the Director of High Security.
  10. Within the constraints of security and good order, prisoners are engaged in purposeful activity applicable to their regime level.
  11. Prisoners are offered a shower at least once every three days and exercise in the fresh air every day.
  12. Prisoners are able to keep in contact with family and friends while in the CSC system.
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13. Request and complaint forms are replied to in accordance with the procedures set out in the PSO 2510 – Prisoner's Request and Complaint Manual.
  14. CSC's will at all times provide avenues for progression that prisoners are encouraged to take.
  15. Prisoners have access to an operational manager, chaplain and doctor through application. A record of these visits is maintained.
  16. CSC units are visited by an operational manager daily.
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17. There is a published staff selection policy setting out criteria for selection and length of posting.
  18. Staff training includes interpersonal skills, understanding personality disorder and mental health needs and de-escalation techniques as well as training about the CSC system and in C&R.
  19. Staff records demonstrate that appropriate training has been undertaken in compliance with CSC Operating Standards.
  20. Accountability and line management are clearly defined for each member of staff.

21. The use of special cells and restraints is, where operationally possible in accordance with PSO 1600.
22. Dirty protests are managed, where operationally possible in accordance with PSO 1700.
23. Staff are trained in Control and Restraint (C&R) basic techniques and receive refresher training annually.

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**MONITORING**

Every CSC has a system that monitors and evaluates the use, regime and physical conditions of the centre.

24. Every CSC must be audited at least once every year.
25. The CSC Advisory Group meets quarterly to review the operation of the CSC system and minutes are taken.
26. The IMB must visit CSC units on a weekly basis.

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**REFERENCES:****LEGISLATION**

Prison Rule 46

**NATIONAL STANDARDS AND INSTRUCTIONS**

PSO 0200 HM Prison Service standards manual

PSO 1600 Use of force

PSO 1700 Management of segregation units and management of prisoners under rule 45 (YOI rule 49)

National Security Framework – Local Security Strategy

**OTHER**

CSC Referral Manual

Operating Standards for CSCs

PSO 2510 – Prisoner's Request and Complaint Manual