

Service	Mother and Baby Units	Version	P2.2
Document	Service Specification	Sign-off Complete	SDWG 16-02-2015



National Offender
Management Service

Service Specification for

Mother and Baby Units

Service Specification Document

This document defines the service, including the required outcome(s) and outputs. As part of a Service Level Agreement or Contract, the national minimum outputs in this document are mandatory for all providers. The document can also contain optional outputs that are available for Commissioners to commission.

1. Service Specification Document	2. Operating Model	3. Direct Service Costs & Assumptions Document	4. Cost Spreadsheet
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Version Control Table		
Version No.	Reason for Issue / Changes	Date Issued
P1.0	Preview Publication	12-08-2011
P2.0	Go-Live Publication, references updated in line with new Prison Service Instructions	01-10-2011
P2.1	Supporting documents: reference to operating model, cost spreadsheet and direct service costs and assumptions removed, as these are now outdated.	14-01-2014
P2.2	<p>Various changes made to reflect the revised operational framework for all women's prisons, as per PSI 49/2014 Mother and Baby Units. References to the best interests of the child as "paramount" amended to read: "the primary consideration".</p> <p>Key Outcomes: Two new outcomes added (outcome 2 'safeguarding' and 5 'attachment is promoted'). Outcome three: reworded (formerly read: "The best interests of the child are always paramount"). Outcomes 1 and 6: minor rewording.</p> <p>Definition of service: Minor rewording.</p> <p>Out of scope service elements: Standard bullet points added.</p> <p>Strategic context: Various updates, including to reflect minimum staffing level (one member of staff must be allocated to the unit). MBU length of stay: clarified that stay in MBUs may be extended for babies from the age of 18 months "in exceptional circumstances". Explanatory text (sensitivity to environment) added. Relevant legislation: references updated.</p> <p>National minimum outputs:</p> <ul style="list-style-type: none"> Row 7: mothers enabled to exercise parental responsibility: caveat added ("to the extent that it is 	03-03-2015

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	<p>possible”)</p> <ul style="list-style-type: none">• Row 9: best interests of child “are paramount” changed to read: “are the primary factor for consideration”• Row 13: Clarification added, to require a separation plan “for each mother and child”.	
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Introduction to Mother and Baby Units Specification

1.	Service Name	Mother and Baby Units
2.	Key Outcome(s) for Service	<ul style="list-style-type: none"> • The unit provides a safe, secure and appropriate environment for babies and young children to live with their mothers • Children are safeguarded and concerns are raised accordingly, including emergency medical care for the child, if required • The best interests and safety of children on the unit are the primary consideration • The unit safeguards the child's welfare, allows the mother and child relationship to develop normally and promotes healthy child development • Attachment between a mother and her child is promoted • Mothers are enabled to exercise appropriate parental responsibility for their child, whether the child is with them in prison or being cared for by nominated carers outside the prison environment • Mothers living in the unit continue to take part in the regime of the prison, including activities aimed at addressing their offending behaviour • Children have access to a similar level of services and support to that which is available in the community • Positive staff/prisoner engagement is in place
3.	Definition of Service	<p>An environment is provided which promotes care of babies and young children by their mother. Mothers are enabled and encouraged to have their children with them in prison during the important bonding period and arrangements are in place to assess and admit suitable mothers. The unit provides a comfortable, safe and stimulating environment suitable to the ages and stages of development of children. The best interests and safety of children on the unit are the primary consideration in all matters and the service works for the best prospect of a successful resettlement of the mother and child in the community. Where mothers and children are to be separated, the process is effectively planned and sensitively handled.</p>

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4.	<i>Service Elements In Scope</i>	<ul style="list-style-type: none"> • Admissions • Management of Mother and Baby Units (MBUs) • Management and welfare of women prisoners • Management and welfare of children • Separation
5.	<i>Out of Scope Elements</i>	<ul style="list-style-type: none"> • Expectant mothers located on residential units (advice, antenatal support and risk assessments) • Mother/child separation where the mother is located on a residential unit • Provision of MBU information (part of the Reception In, Induction to Custody and Residential Services Specifications) • Identification of expectant women • Risk assessment of expectant women • Gender specific issues outside MBUs • Manage Prisoner Finance Specification • Young people (aged 15-17). For split sites, the specification appropriate to the individual's circumstances should be applied • Detailing of staff to the service and performing overt management checks/observation • Procurement of goods/stationery • Staff training
6.	<i>Dependent Service Elements</i>	<ul style="list-style-type: none"> • Cell and Area Searching Specification • Security Management Specification • Early Days & Discharge – Reception In Specification (provision of MBU information) • Early Days & Discharge – Induction Specification (provision of MBU information) • Categorisation & Allocation for Prison Custody Specification

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		<ul style="list-style-type: none"> • Manage the Custodial & Post Release Periods Specification • Nights Specification • Manage Prisoner Finance Specification • Residential Services Specification (provision of MBU information) • Incentives & Earned Privilege (IEP) scheme • Mandatory Drug Testing Specification • Enablers of externally funded services in prisons • Prisoner Escort and Custody Service (PECS) • Rehabilitation Services Specification • Prisoner Employment, Training and Skills Specification • Faith and Pastoral Care for Prisoners Specification
7.	Strategic Context	<p>In line with legislation the National Offender Management Service has in certain circumstances allowed mothers to care for their babies in Mother and Baby Units (MBUs) in prison. A MBU is designated living accommodation within a women's prison which enables mothers where appropriate, to have child/ren with them. Currently there are six units across the prison estate.</p> <p>The Prison Rules, the Children Act 1989 and 2004 and international convention provide the legal foundations and principles for the operation of MBUs.</p> <ul style="list-style-type: none"> • The United Nations Convention on the Rights of the Child 1989 Article 3, para 1 states: ‘in all actions concerning children whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be the primary consideration.’ • The European Convention on Human Rights 1950, Article 8 provides for the right to a family life. • The Working Together to Safeguard Children Guidance (DfE 2013) further supports the assessment practices to MBUs. • The implementation and regulation of the processes for MBUs is governed by other legislation. All legislation is referenced in Prison Service Instruction 49/2014 Mother and Baby Units

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		<ul style="list-style-type: none"> The United Nations Rules for the Treatment of Women Prisoners and Non Custodial Measures for Women Offenders 2010/16 <p>All MBUs should be available to accommodate babies up to 18 months although there may be exceptional circumstances where this is extended. Mothers may be on remand or sentenced prisoners, they may be British or foreign nationals. A mother is only admitted to a MBU following an admission board led by an independent chair. The decision to admit any mother and her child takes into account: whether it is in the child's best interest, the necessity to maintain good order and discipline within the MBU and the health and safety of other babies and mothers within the unit. An appeals process is in place.</p> <p>Women and their babies may be allowed into the unit as an emergency admission. This decision is taken by the Governor without a full board, in circumstances where it is thought desirable for the baby to be with the mother while an application is being processed. When making a decision to admit in an emergency the Governor must assess all risks and involve children's services.</p> <p>Mothers and their children may stay in a MBU up to 18 months when it is in the best interests of the child, and the children in the unit. Findings suggest that during the first 18 months of life the pressure of maturation tended to protect babies from low stimulation environments and development progressed normally. However, from the age of 18 months babies may be more sensitive to the stimulation of the environment they reside in. A separation plan must be agreed for each mother and child when they arrive on the unit with the multi disciplinary team and the mother must be involved in this process. Separations should be planned to take place prior to the child reaching 18 months of age although there should be flexibility in exceptional circumstances. Emergency separations may need to take place. On occasion when circumstances are so critical that this must be carried out before a separation board can be convened, and then a decision may be taken by the Governor. The separation will be treated as temporary and a separation board will be convened as soon as possible to review the case.</p> <p>As a minimum there must always be one member of staff allocated to the MBU. When mothers are not present or qualified nursery staff are on duty, staff can be directed to alternative duties by the Governor or Head of unit to support other functions within the establishment. MBUs are staffed by suitable trained nursery nurses, usually in combination with suitably selected and trained prison officer grade staff.</p>
8.	<i>Flexibility</i>	All the outputs in this specification are mandatory – referred to as the National Minimum .
9.	<i>Reference to Supporting Documents</i>	None.

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10.	Example Methods of Measurement / Assurance	<p>The specification identifies examples of methods for Commissioners to measure/obtain assurance on the delivery of the outputs/output features. Where an output/output feature does not have Performance Indicator(s) or Management Information associated with it, then it is proposed that it should be covered by Assurance Statements and Contract/SLA Management and/or more specific audits of the service.</p> <p>Assurance Statements will be one of the means by which Commissioners can get assurance that providers are delivering outcomes and outputs of the Service Specification. Contract/SLA Management refers to the Commissioner, under the terms of the Contract/SLA, exercising appropriate oversight and monitoring of Contract/SLA compliance against the service as a whole, including site visits, file inspections and review meetings. Internal Audit may refer to individual reviews of compliance commissioned by Commissioners or to service wide reviews, by Internal Audit and Assurance, of a key process contributing to the delivery of an outcome in a Service Specification.</p> <p>Security Audit and Self Harm Audit both feature as separate elements within the Prison Rating System (PRS).</p>
11.	References for Detailed Mandatory Instructions	<p>PSI 49/2014 Mother and Baby Units</p> <p>PSI 51/2011 Faith and Pastoral Care for Prisoners</p> <p>PSI 32/2011 Ensuring Equality</p> <p>PSI74/2011 Early Days in Custody</p> <p>PSI 42/2010 Health and Policy Statement</p> <p>PSO 4800 Women Prisoners</p> <p>PSO 4950 Care and Management of Young People</p> <p>PSO 4630 Immigration and Foreign Nationals</p> <p>Prison Service Rule 12 Women prisoners</p> <p>Prison Service Rule 4 Outside contacts</p> <p>Young Offender Institution Rule 25 Female inmates</p> <p>Young Offender Institution Rule 42 Outside contacts</p> <p>The Children Act 1989</p> <p>The Children Act 2004</p>

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		<p>The United Nations Convention on the Rights of the Child 1989</p> <p>The European Convention on Human Rights 1950</p> <p>The United Nations Rules for the Treatment of Women Prisoners and Non Custodial Measures for Women Offenders 2010/16</p>
12.	References for Non-Mandatory Guidance	HMIP Expectations Document
13.	Review	Review cycle to be determined.

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Specification

National Minimum

<i>Row</i>	<i>Service Element</i>	<i>Outputs/Output Features</i>	<i>Applicable Offender Types</i>	<i>Policy Theme</i>	<i>Example Methods of Measurement/ Assurance</i>	<i>References for Detailed Mandatory Instructions</i>	<i>References for Non-Mandatory Guidance</i>
1.	Admissions	Prisoners and staff are aware of policies relating to Mother and Baby Units including the application procedures for admission and appeals.	All Women Prisoners	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations
2.	Admissions	Decisions taken about the welfare of the mother and child are defensible, based on evidence and are properly recorded and administered.	All Eligible Women Prisoners	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units Ofsted Standards	HMIP Expectations
3.	Admissions	The decisions of admissions boards are communicated to relevant stakeholders.	All Eligible Women Prisoners	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations
4.	Admissions	Arrangements are in place for the care of unsuccessful applicants to the unit and their children.	All Eligible Women Prisoners	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations

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Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Methods of Measurement/ Assurance	References for Detailed Mandatory Instructions	References for Non-Mandatory Guidance
5.	Management of Mother and Baby Units	The mother & baby unit provides a safe, suitable and decent environment which meets the needs of those who live there.	Women Prisoners located on MBUs	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units Ofsted Standards	HMIP Expectations
6.	Management of Mother and Baby Units	Childcare arrangements are in place to allow mothers to fully participate in the prison regime and address offending behaviour.	Women Prisoners located on MBUs	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units Ofsted Standards	HMIP Expectations
7.	Management and welfare of women prisoners	Decisions and actions enable mothers to exercise parental responsibility for their children, to the extent that it is possible.	Women Prisoners located on MBUs	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations
8.	Management and welfare of children	Babies and children receive all appropriate care.	Women Prisoners located on MBUs	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations

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Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Methods of Measurement/ Assurance	References for Detailed Mandatory Instructions	References for Non-Mandatory Guidance
9.	Management and welfare of children	All decisions and actions recognise that the best interests of the child are the primary factor for consideration.	Women Prisoners located on MBUs	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations
10.	Management and welfare of children	Decisions taken about the welfare of the child are defensible and based on evidence.	Women Prisoners located on MBUs	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations
11.	Management and welfare of children	The unit ethos and the environment in which it operates support the development of the child.	Women Prisoners located on MBUs	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations
12.	Management and welfare of children	Children have access to services, facilities and support, similar to those in the community and which assist their development needs.	Women Prisoners located on MBUs	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations

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Row	Service Element	Outputs/Output Features	Applicable Offender Types	Policy Theme	Example Methods of Measurement/ Assurance	References for Detailed Mandatory Instructions	References for Non-Mandatory Guidance
13.	Separation	There is a separation plan for each mother and child which is agreed, documented and communicated to relevant stakeholders.	Women Prisoners located on MBUs	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations
14.	Separation	Decisions taken about the separation process, including emergency separations are defensible, based on evidence and are properly recorded, administered and communicated to relevant stakeholders.	Women Prisoners located on MBUs	Children & Families of Offenders Pathway Secure Decent Custody	Self / Independent Assessment	PSO 4800 Women Prisoners PSI 49/2014 Mother and Baby Units	HMIP Expectations