

UNCLASSIFIED

| ACTIVITY ALLOCATION | | |
|--|---|--------------------|
| This instruction applies to: | | Reference: |
| Prison Establishments (including contracted prisons and Wales Cymru) | | PSI 03/2012 |
| Issue Date | Effective Date | Expiry Date |
| 28 February 2012 | 28 February 2012 | 27 February 2016 |
| Issued on the authority of | NOMS Agency Board | |
| For action by | Deputy Directors of Custody Deputy Director of Custodial Contract Services Cluster lead Governors / Directors Prison Governors Directors of Private Sector Prisons Offender Managers Heads of Learning and Skills Managers and staff involved in prisoner employment and training areas Learning and Skills Providers Careers Information and Advice Service Providers Managers and staff involved in allocating prisoners to activities Managers and staff involved in running activities | |
| For information | All prison staff, contracted staff, and partner organisation staff, working in the areas of learning, skills and employment for offenders in prisons. | |
| Contact | Offender Services, Co-commissioning Group Tel: 0300 047 5194 | |
| Associated documents | Activity Allocation specification NOMS directory of services specifications | |
| Replaces the following documents which are hereby cancelled :- None | | |
| Audit/monitoring: Governor's / Director's appointed representative will ensure compliance in their establishments with the mandatory actions set out in this Prison Service Instruction. | | |

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EXECUTIVE SUMMARY

Background

- 1.1 Prisoners engage in a range of activities during their time in custody to facilitate order and control, rehabilitation and resettlement, this includes but is not restricted to the following activities:
 - Learning and skills
 - Gymnasium
 - Offending Behaviour Programmes
 - Rehabilitation Services
 - Prison Industries and other areas of prisoner employment
- 1.2 Where possible, the working week should be subject to a common routine and replicate a working week in the community with appointments being made during non-working hours so as to minimise disruption.
- 1.3 Where possible allocation should be based upon individual need and reflect the required sequencing and prioritisation of interventions identified through sentence planning. *Timetabling of allocations should be planned and for the efficient operation of this PSI, effective communication systems must be established between all departments that offer activity and/or interventions to prisoners.*

Desired outcomes

- 1.4. The range of activity places available will be agreed in accordance with the SLA/Contract and appropriate systems will be established to ensure the efficient management of the allocation of prisoners to activities. *For the benefit of both prisoners and staff, regime timetables must be published in addition to the allocation criteria and application process.*
- 1.5 Staff must be aware of the importance of establishing prisoner's risk, need and suitability prior to allocating them to an activity. This instruction aims to ensure that all prisoners have access to information advice and guidance, assessment of learning needs and allocation to appropriate employment training and skills opportunities at the right time during their sentence.

Governors and Directors must ensure they take account of specific operating differences relating to their establishment when applying this PSI.

Application

- 1.6 This PSI sets out the mandatory operational requirements.

Mandatory actions

- 1.7 *All staff engaged in and having responsibility for allocating prisoners to regime activities, as well as those staff managing prisoners to areas they have been allocated, must comply with the procedures within this instruction.*

Resource Impact

1.8 There are no new resource implications as regards this PSI. The costs were established as part of the Specifications, Benchmarking and Costing process.

Contacts

For further information about this PSI please contact

Offender Services, Co-commissioning Group
Tel: 0300 047 5194

(signed)

Ian Porée
Director of Commissioning & Commercial, NOMS

1. Service Element 1: Management Arrangements

Output 1: Activity places are agreed in accordance with the SLA/Contract

- 1.1 The provision and number of activity places should be agreed, dependant on the prison provider, either with the relevant Deputy Directory of Custody or representative from the Directorate of Probation and Contracted Services and form part of the Service Level Agreement / contract.
- 1.2 The Activity Allocation Specification supports the optimum use of all activity spaces. To achieve this, the allocation process requires effective co-ordination and effective use of negotiation.

Output 2: Prisoners and staff are aware of the agreed activity places and allocation criteria

- 1.3 To ensure the most effective use of the activity places available, activity places should be published to both prisoners and staff. The information should include the number of places available and how prisoners can apply for them. This will help to make full use of the activities available. .

2. Service Element 2: Allocation to Activity

Output 3: Prisoner risk, need, and suitability is confirmed and taken into account when allocating to activities

- 2.1 Prior to allocating a prisoner to an activity their risk and sentence planning requirements should be taken into account. *Reasonable adjustments must be made for prisoners with a disability*

Output 4: Systems are in place for the efficient management of allocating prisoners to activities

- 2.2 Prisons should establish an efficient process for managing the allocation process so as to ensure the effective and efficient use of all regime activities available to prisoners
- 2.3 For public sector prisons P-NOMIS is the mandated system for activity allocation.

Output 5: Prisoners and staff are aware of the activity which the prisoner is required to attend

- 2.4 *Allocations and appointments must be communicated in an accurate and timely manner to the relevant prisoner, staff and the activity location(s).*
- 2.5 Changes to the allocated activity including any planned interruptions should be communicated to the relevant parties at the earliest opportunity. Notification should be given at least one day prior to any change; except in unforeseen circumstances.

Output 6: Priority access to activities/interventions is given in accordance with the sentence plan

- 2.6 *Where activities / interventions have been identified within a sentence plan, consideration must be given to appropriate sequencing and prioritisation.*
- 2.7 If appropriate, priority should be negotiated between the Offender Management Department and other relevant key workers and stakeholders. Consideration should be given to a range of factors to include risk of harm, risk of re-offending and time left to serve.
- 2.8 Prisoners should not be allocated to activities based upon their race, age and religion or similar. *Allocation to activity must be in line with the Equality Act 1976 that allows a person with a disability to be treated more favourably or given reasonable adjustments in order to access facilities. Prisoners with disabilities must be included in the allocations process and reasonable support, adaptations and flexibilities should be introduced in order to accommodate them.*

Output 7: Prisoners are able to apply for changes to their activity allocation and are given reasons for decisions

- 2.9 *Prisoners are able to apply for a change of activity. Prisoners must be informed in writing of the outcome of their application giving a clear explanation for the decision. If a prisoner is placed on a waiting list, they should be advised where they are located on the list and the approximate length of time that they can expect to wait before commencing the activity.*

Output 8: Relevant areas are able to request a change of activity based on prisoner need, or are able to notify retrospectively if changes are made for security purposes

- 2.10 A prisoner can be moved from an activity for security reasons with immediate effect. Written notification, giving the reason, can be submitted to the prisoner retrospectively. Prisoners can appeal against such decisions through the recognised local complaint system. *Where a prisoner has learning disabilities or low literacy skills, decisions and notifications must be presented in a way that they are able to understand.*
- 2.11 Changes for any other purpose should be planned. This will ensure the effective management of spaces. Allocation to the most appropriate timetabling should enable the prisoner to gain maximum benefit from the activity or intervention on offer.

Other Related PSI's and PSO's

| | |
|-------------|---|
| PSO 2855 | Allocation of Prisoners with Disabilities |
| PSO 52/2010 | Early Days in Custody see PSI 74/2011 |
| PSO 4630 | Foreign Nationals see PSIs 52-59-65/2011 |
| PSI 44/2011 | Identity for Bank Account Applications for prisoners |
| PSI 48/2010 | National Security Framework |
| PSI 33/2010 | Open University, Higher Education and Distance Learning |
| PSI 2011/58 | Physical Education |
| PSI 48/2011 | Prisoners' Earnings Act 1996_see PSI 76/2011 |
| PSO 0550 | Prisoner Induction see PSI 74/2011 |
| PSO 4460 | Prisoner Pay |
| PSI 2010/48 | Searching the Person see PSI 67/2011 |
| PSI 2011/57 | Security and Management of Tools |
| PSI 53/2000 | Release on Temporary Licence |
| PSO 2300 | Resettlement |
| PSI 43/2010 | Security Vetting |