



HM Prison &
Probation Service

Prisoner Escort and Custody Services (PECS) Generation 4 Programme

Book a Secure Move (BaSM) Youth YOI - User Guide

Version 4

January 2021

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1. Version control

Version	Author	Date	Changes
V1	PECS Programme	June 2020	Initial release
V2	PECS Programme	August 2020	Add Inter Estate Transfers
V3	PECS Programme	October 2020	Add Person Escort Record
V4	PECS Programme	January 2021	Add Youth Risk Assessment

2. Overview

This guide is to assist you using the HMPPS Digital Services Book a secure move (BaSM) platform for booking Prisoner Escort Custody Services (PECS) moves for the following scenarios:

- booking requests to court;
- submitting Inter Establishment Transfer (IET) requests to Placements Team/Population Management Unit (PMU) to move an individual to another location;
- completing a Youth Risk Assessment form;
- completing a digital Person Escort Record (dPER) form.

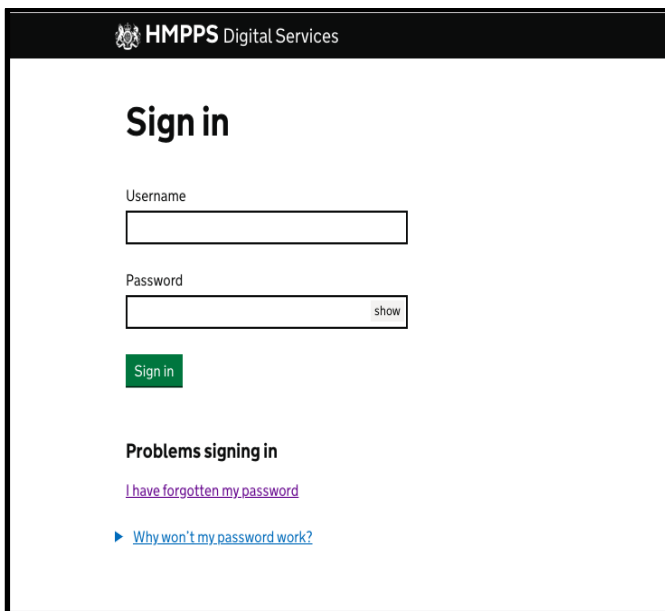
Moves not involving PECS suppliers (e.g. where youth staff provide the escort) are not booked through BaSM and paper PERs will continue to be completed for these moves.

2.1. Accessing BaSM

You will be able to access the BaSM web-based service via:

<https://bookasecuremove.service.justice.gov.uk>

Log into the Sign in page with your Digital Prison Services (DPS) account.



The screenshot shows the 'Sign in' page for HMPPS Digital Services. At the top, there is a black header with the HMPPS logo and the text 'HMPPS Digital Services'. Below the header, the page has a white background with the title 'Sign in' in a large, bold, black font. Underneath the title, there are two input fields: 'Username' and 'Password'. The 'Password' field has a 'show' link to its right. Below the input fields is a green 'Sign in' button. Further down, there is a section titled 'Problems signing in' with two links: 'I have forgotten my password' and 'Why won't my password work?'.

Select the link for Book a secure move.



Select service

[Book a secure move](#)

Book and view moves in/out of premises

[Manage your account details](#)

2.2. Continuous improvement

BaSM service is in development and ongoing releases should be expected based on feedback received from users. Please provide your feedback via our survey link at <https://www.research.net/r/5WLH3PX>.

2.3. Technical support and system unavailability

- **Access issues** - for any issues with accessing BaSM, please contact your Local System Administrator (LSA);
- **Technical issues** - if you require any other support with using BaSM, please email bookasecuremove@digital.justice.gov.uk or contact the service help desk at 0800 917 5148;
- **Service unavailable** - if BaSM is unavailable, a Service currently unavailable page will be displayed.

For move requests, you should wait until the service is available again to submit the booking. However, if a move is urgent, revert to the manual process of sending requests through to the suppliers and/or Placements/PMU via email and/or phone, based on availability.

Where the system is unavailable to complete the dPER prior to the move taking place, you must complete a paper PER.

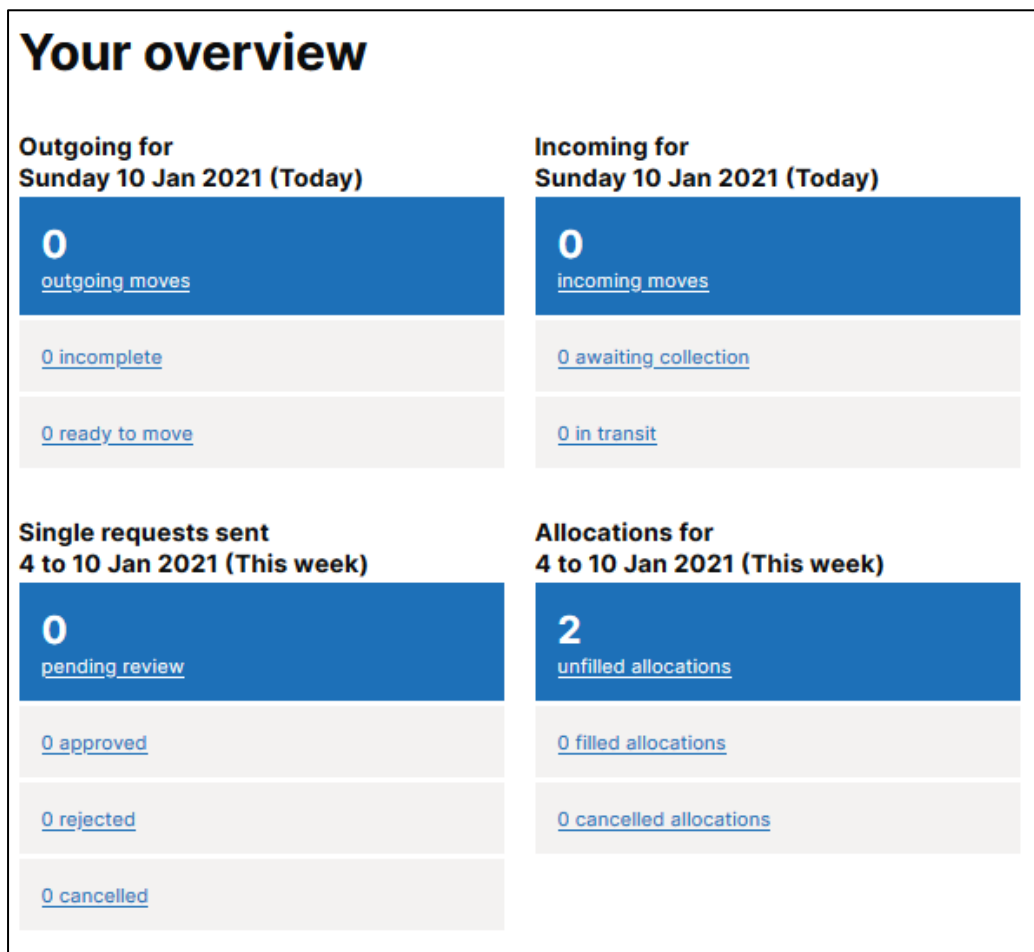
3. Dashboard - outgoing and incoming moves

3.1. Home

After logging into BaSM, you will land on the Home page shown below. The options in the toolbar will take you to the relevant dashboards:

- **Outgoing** - dashboard showing day by day approved moves from your location to other locations. You can also create a single move request from here;
- **Incoming** - dashboard showing day by day planned moves into your location from other locations;
- **Single requests** - a weekly view of single requests (pending, approved and rejected). You can also create a single move request from here.

Under the **Your overview** header, you will see an overview of outgoing and incoming daily moves, together with any single requests for the week.



3.2. Viewing outgoing moves on the dashboard

You will see moves and their details displayed on the BaSM platform dashboard.

To note:

- moves can be filtered by their readiness and status;
- within the filters, moves are ordered by destination;
- for each destination, the latest created move is displayed on top of the list;
- the status of the move is displayed on the right side of the screen;
- you can print moves by selecting **Print moves** at the top right of the screen;
- you can export moves to a CSV spreadsheet by selecting **Download moves** at the top right of the screen if you wish to share the moves with additional parties.

Outgoing moves for [Download moves \(.csv\)](#)
[Print moves](#)


Monday 11 Jan 2021 (Today)

[← Previous day](#) [Today](#) [Jump to date](#) [Next day →](#)

[Create a move >](#)

5 outgoing moves	5 incomplete	0 ready to move	0 left custody	0 cancelled
----------------------------	--	---	--	---------------------------------------

Move to
All Saints Hospital



ROYCIANA, ERWLISRD
Reference: RNC4135M [MOVE REQUESTED](#)

Date of birth
25 Sep 2001 (Age 19)

Gender
Male

Warnings will display once a Person Escort Record has been completed

3.3. Viewing incoming moves on the dashboard

You can see approved incoming moves to your location for any given day from the incoming screen.

To note:

- moves can be filtered by their status and ordered by sending location;
- for each sending location, the latest created move is displayed on top of the list;
- the status of the move is displayed on the right side of the screen;
- you can print moves by selecting **Print moves** at the top right of the screen;
- you can also download moves to a CSV by selecting the **Download moves** link.

Incoming moves for [Download moves \(.csv\)](#)
[Print moves](#)


Monday 11 Jan 2021 (Tomorrow)

[← Previous day](#) [Today](#) [Jump to date](#) [Next day →](#)

[Create a move >](#)

1 incoming move	1 awaiting collection	0 in transit	0 arrived	0 cancelled
---------------------------	---	--	-------------------------------------	---------------------------------------

Move from
COOKHAM WOOD (HMP)



[ROYCIANA, ERWLISRD](#)
Reference: JVP3615R

Date of birth
25 Sep 2001 (Age 19)

Gender
Male

[MOVE REQUESTED](#)

Warnings will display once a Person Escort Record has been completed

3.4. Viewing an individual's move

By clicking on the name of the person displayed on the dashboard or alert flag, you will be taken to the person profile page. You will also be able to view the person's move details.

MOVE REQUESTED

ROYCIANA, ERWLISRD

Reference: JVP3615R


Warnings will display once a Person Escort Record has been completed

Personal details

PNC number	14/203462R
Prison number	G1743UN
CRO number	366796/16V
Date of birth	25 Sep 2001 (Age 19)
Gender	Male
Ethnicity	Black/Black British: Caribbean
Security category	YOI Closed

[Cancel this move](#)

ROYCIANA, ERWLISRD



From
COOKHAM WOOD (HMP)

To
Vinney Green Secure Unit

Date
Monday 11 Jan 2021 (Tomorrow)

Reason for move
Compassionate

Transfer status
Agreed by An Other

Once a Youth Risk Assessment (if required) and a dPER has been completed, you will also see details of information provided within these forms, together with any risk and health flags.

Risk information [Review](#)

Warnings will display once this section has been completed

[View information provided in youth risk assessment](#)

VIOLENT OR DANGEROUS

Risks with moving

- Violent and dangerous — dhdh

Offence information [Review](#)

Warnings will display once this section has been completed

[View information provided in youth risk assessment](#)

No Offence information warnings. View [all answers](#).

Health information [Review](#)

Warnings will display once this section has been completed

[View information provided in youth risk assessment](#)

SPECIAL DIET OR ALLERGY

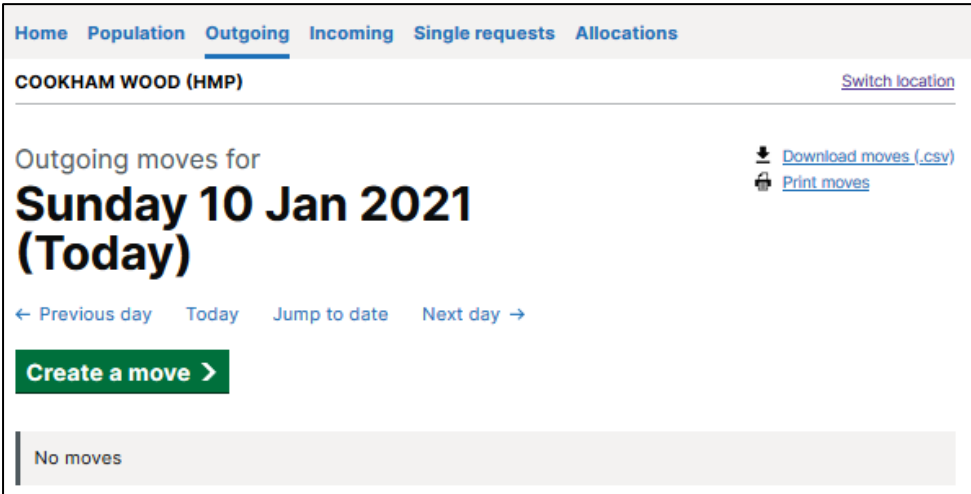
Health affecting transport

- Special diet or allergies — dhdhd

4. Creating a single request (to court or hospital)

4.1. Creating a move

You can create a move from the **Outgoing** or **Single requests** dashboard.



Home Population **Outgoing** Incoming Single requests Allocations

COOKHAM WOOD (HMP) [Switch location](#)

Outgoing moves for
**Sunday 10 Jan 2021
(Today)**

[Download moves \(.csv\)](#)
[Print moves](#)

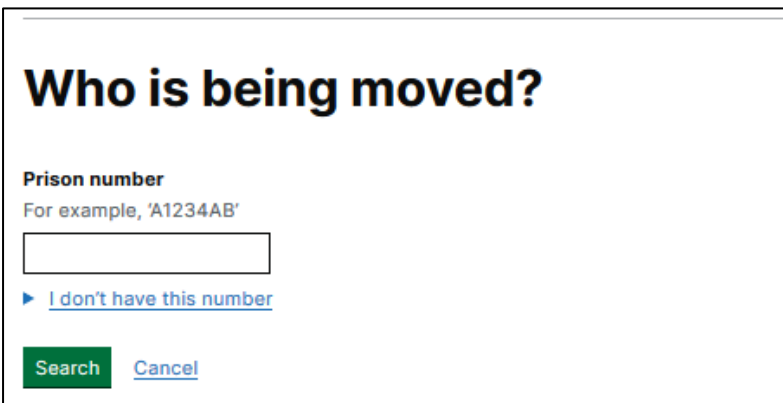
[← Previous day](#) [Today](#) [Jump to date](#) [Next day →](#)

Create a move >

No moves

4.2. Who is being moved?

- Click on Create a move to start creating a request;
- Enter the Prison number of the person you want to move; click **Search**;
- A verification page with image(s) and details of the person(s) with the Prison number is displayed; this is in line with information on NOMIS;
- Select the person you want to move then click the **Continue** button.



Who is being moved?

Prison number
For example, 'A1234AB'

[▶ I don't have this number](#)

Search [Cancel](#)

4.2.1. Is the person serving their sentence in the Secure Youth Estate?

If the age of the person being moved is between 18 and 20 years, you will be asked whether the person is continuing to serve their sentence within the Secure Youth Estate. For any person continuing to serve their sentence within the Secure Youth Estate, a Youth Risk

Assessment and dPER will also be required to be completed following the move being booked and ahead of the move commencing.

4.3. Where is this person moving?

Select the Move to locations for where you are moving the person.

Where is this person moving?

Move from
COOKHAM WOOD (HMP)

Move to

Court

Prison or young offender institution (YOI)

Name of prison or YOI

Hospital

Secure Children's Home (SCH)

Secure Training Centre (STC)

[Continue](#) [Cancel](#)

4.4. When is this person moving?

Select when the person is required to move.

When is this person moving?

Today (Tuesday 13 Oct 2020)

Tomorrow (Wednesday 14 Oct 2020)

Another date

[Continue](#) [Cancel](#)

4.5. Is this move associated with a court case?

If you would like BaSM to automatically create a NOMIS diary court movement linked to an active NOMIS court case, select Yes and any active court cases in NOMIS will be displayed. Enter the hearing time and any relevant details.

If the move has already been added to the NOMIS diary, select No. This will still enable you to proceed and book the prison to court request with the PECS supplier.

Is this move associated with a court case?

Yes

What court case is this move for?
The case must exist in NOMIS to appear here

12345678 at Snaresbrook Crown Court

Start date	Case type
15 Apr 2020	Adult

87654321 at Aberystwyth MC

Start date	Case type
15 Apr 2020	Adult

Time of first hearing
We only require the time of the earliest hearing to book the move

Give details (optional)

No
A court date will not be added to NOMIS

[Continue](#) [Cancel](#)

4.6. Risk information

The next step is to review the **Risk information** for the person you want to move and confirm the Release status information. Relevant information from NOMIS will be displayed to assist in the determination. If the information in NOMIS is incorrect you will need to cancel the move, update NOMIS and create a new move for the person.

Click **Continue** once completed.

Risk information

This information is currently in NOMIS

VIOLENT

Risk to Public - Community
Details not provided
Created on Thursday 8 Aug 2019

Custodial Violence Management
Details not provided
Created on Thursday 8 Aug 2019

Release status information

NOT TO BE RELEASED

Governor's Hold
Details not provided
Created on Thursday 8 Aug 2019

Non Appearance at Court
Details not provided
Created on Thursday 8 Aug 2019

▶ [The information in NOMIS is not correct](#)

Is there a reason this person should not be released?
For example, they may be wanted by immigration or recalled to custody

Yes

No

Continue [Cancel](#)

4.7. Special vehicle

Select whether or not a special vehicle is required. Relevant information from NOMIS will be displayed to assist in the determination. If the information in NOMIS is incorrect you will need to cancel the move, update NOMIS and create a new move for the person.

If a special vehicle is required, select Yes, add any additional relevant information for the supplier then click **Request move**.

Special vehicle

This information is currently in NOMIS

HEALTH ISSUE

Deaf - Uses Sign Language
Details not provided
Created on Thursday 12 Sep 2019

PREGNANT

Not Preg, acc under 9mths
Details not provided
Created on Friday 16 Aug 2019

REQUIRES SPECIAL VEHICLE

False Limbs
Details not provided
Created on Thursday 8 Aug 2019

Severe Disfigurement
Details not provided
Created on Thursday 7 May 2020

▶ [The information in NOMIS is not correct](#)

Does this person need to travel in a special vehicle?
This could be a specially-adapted prison van (for example, to accommodate wheelchairs)

Yes

No

Request move [Cancel](#)

4.8. Move requested

Once you click **Request move**, a new page will be displayed confirming the move has been requested with the PECS supplier and the move reference number.

Move requested

Move reference **PEX5894A**

The move for [ONE, EXAMPLE](#) to **Nottingham (Carrington St) MC** on **Friday 11 Dec 2020** has been requested with Serco.

[Back to dashboard](#)

4.9. Changing/cancelling moves

If you wish to change details of a move (e.g. date or location), you will need to cancel and re-book the move.

To **cancel a move** that has been created:

- access the person profile page of the move you want to change or cancel;

MOVE REQUESTED

ROYCIANA, ERWLISRD

Reference: RNC4135M

Warnings will display once a Person Escort Record has been completed


Personal details	
PNC number	14/203462R
Prison number	G1743UN
CRO number	366796/16V
Date of birth	25 Sep 2001 (Age 19)
Gender	Male
Ethnicity	Black/Black British: Caribbean
Security category	YOI Closed

Hospital information

Time of appointment 10am

Details of contact in hospital Dr Ock

ROYCIANA, ERWLISRD



From
COOKHAM WOOD (HMP)

To
All Saints Hospital

Date
Monday 11 Jan 2021 (Tomorrow)

[Cancel this move](#)

- click on the **Cancel this move** link at the bottom of the page;
- select your reason for cancelling the move and add details if required.

Cancel this move request

Why are you cancelling this move request?

- Made in error
For example, there's a mistake or the person no longer needs to move
- Supplier declined to move this person
For example, the request was made late
- Cancelled by Population Management Unit (PMU)
- Another reason

! You must also contact the supplier to cancel the move request for ROYCIANA, ERWLISRD

Confirm cancellation

To note: changes can only be made to moves that are yet to take place.

If you cancel or change a move in BaSM linked to the NOMIS diary, you need to update the NOMIS diary manually.

5. Youth Risk Assessment

For individuals below the age of 18, or those continuing to serve their sentence within the Secure Youth Estate, you will be required to complete a Youth Risk Assessment in addition to the dPER.

5.1. Starting a Youth Risk Assessment

After selecting a person from the Outgoing dashboard, you will see their profile page.

If you have not started the Youth Risk Assessment at all, you will have the option to **Start Youth Risk Assessment**.

The screenshot shows a user profile page for 'ONE, EXAMPLE'. At the top left, there is a link '< Back to dashboard'. Below this is a light blue banner with the text 'Start the Youth Risk Assessment' and a green button labeled 'Start Youth Risk Assessment'. A blue box with the text 'MOVE REQUESTED' is positioned above the user's name. The user's name is 'ONE, EXAMPLE' in large bold letters, with the reference 'Reference: PEX5894A' below it. A note states 'Warnings will display once a Person Escort Record has been completed'. The 'Personal details' section includes fields for PNC number (1911), Date of birth (20 Jan 2005 (Age 15)), Gender (Female), and Ethnicity (Prefer not to say), with a 'Change' link. To the right is a placeholder for a profile picture and the text 'ONE, EXAMPLE'. Below this is a 'From' field with the value 'Vinney Green Secure Unit'. The 'Information for the court' section shows 'No information for the court' with a 'Change' link.

Personal details		Change
PNC number	1911	
Date of birth	20 Jan 2005 (Age 15)	
Gender	Female	
Ethnicity	Prefer not to say	

Information for the court		Change
No information for the court		

Once you have clicked on **Start Youth Risk Assessment**, you will see the following sections:

Incomplete Youth Risk Assessment

Risk information	NOT STARTED
Offence information	NOT STARTED
Health information	NOT STARTED
General care information	NOT STARTED
Contact details	NOT STARTED

If the Youth Risk Assessment has already been started, you will see the various sections of the Risk Assessment and the completion status. All sections need to be completed before the dPER can be completed and handover to the PECS supplier can take place.

Incomplete Youth Risk Assessment

Risk information	COMPLETED
Offence information	NOT STARTED
Health information	NOT STARTED
General care information	NOT STARTED
Contact details	NOT STARTED

5.2. Pre-filled information from a previous Youth Risk Assessment

The Youth Risk Assessment will show information from the previously completed Youth Risk Assessment form for the same individual and will display the date and time of when the information was previously entered.

Some answers on this page need to be reviewed. They are from the last Youth Risk Assessment confirmed on Tuesday 8 Dec 2020 at 12:09pm.

The system will prompt the user to review the information against each relevant question and staff must confirm and update the details accordingly, to ensure that it is up-to-date and accurate.

Have they previously been Released on Temporary Licence (ROTL) or 'mobility'?

This answer needs to be reviewed

Yes

Give details

pre-fill test

No

Save and continue Save and return to overview

5.3. Risk information

Select the **Risk information** link from the profile page.

Then complete the following questions:

- Are there any risks with moving them?
- Have they previously been Released on Temporary Licence (ROTL) or 'mobility'?

Once you have completed this section, you will be presented with the **Risk information overview** (shown below), with the option to change answers if required.

Risk information overview

Risks with moving this young person [Change](#)

Risks with moving	Answer question
Previously released	Answer question

5.4. Offence information

Select the **Offence information** link from the profile page.

Then complete the following questions:

- What offences were they charged with?
- Date of their first time in custody at any establishment.

Once you have completed this section, you will be presented with the **Offence information overview** (shown below), with the option to change answers if required.

Offence information overview

Offence history [Change](#)

Current offences	Offence ABC
------------------	-------------

Date of their first time in custody at any establishment	Feb 2020
--	----------

[< Back to move](#)

5.5. Health information

Select the **Health information** link from the profile page.

Then complete the following question:

- Do they have any health issues that may affect transport?

Once you have completed this section, you will be presented with the **Health information overview** (shown below), with the option to change answers if required.

Health information overview

Health issues affecting this young person [Change](#)

Health affecting transport	Answer question
----------------------------	---------------------------------

[< Back to move](#)

5.6. General care information

Select the **General care information** link from the profile page.

Then complete the following questions:

- How is this young person currently behaving in custody?
- Is there anything that negatively impacts on their behaviour?
- Is there anything that positively impacts on their behaviour?

- Do they have any religious or cultural needs?
- Is English their first language?
- Is there any additional information that will help in caring for this young person?

Once you have completed this section, you will be presented with the **General care information overview** (shown below), with the option to change answers if required.

General care information overview

Caring for this young person	Change
Current behaviour	Answer question
Negative impact on behaviour	Answer question
Positive impact on behaviour	Answer question
Religious or cultural needs	Answer question
English is their first language	Answer question
Additional care information	Answer question
< Back to menu	

5.7. Contacts for further information

In this section, please provide contact details for anyone who can provide more information about the person (e.g. up-to-date risk information or health details).

5.8. Confirm and complete the Youth Risk Assessment

Once all sections of the Youth Risk Assessment have been completed, you will see the option to **Provide confirmation**.

Youth Risk Assessment has been completed

Risk information	COMPLETED
Offence information	COMPLETED
Health information	COMPLETED
General care information	COMPLETED
Contact details	COMPLETED

Once you are confident the information provided is correct and won't change, provide your confirmation that this record is correct.

[Provide confirmation](#)

Check the box to confirm that, to the best of your knowledge, all information provided in the Youth Risk Assessment is correct.

Once confirmation is given, the Youth Risk Assessment cannot be edited. Any changes to the risk assessment should be reflected in the dPER and any significant changes should be communicated directly with the PECS supplier who you would normally liaise with regarding the move.

Confirm and complete this youth risk assessment

Once you are confident the information below is correct and won't change, provide your confirmation that this record is correct in order to complete it.

! Once you confirm and complete the youth risk assessment you will no longer be able to update the information.

Check this box to confirm that, to the best your knowledge, all information provided in this assessment is correct

[Confirm and complete record](#)

6. Digital Person Escort Record (dPER)

A dPER must be completed for all young people going on an escort external movement to any destination. A Youth Risk Assessment (where required), will need to be completed prior to the dPER being completed.

To start a dPER linked to a PECS supplier move, you will need to have the PECS Person Escort Record Author user role.

PERs for non-PECS supplier moves are not currently supported within the BaSM platform, therefore you will continue to complete paper PERs for these moves.

6.1. Starting a dPER

After selecting a person from the Outgoing dashboard, you will see their profile page.

If you have not started the dPER at all, you will have the option to **Start Person Escort Record**.

Start the Person Escort Record

Once the Person Escort Record has been started you cannot edit the risk and health information provided below, but you can amend them when you complete the risk and health sections in the Person Escort Record.

[Start Person Escort Record](#)

MOVE REQUESTED

LAST NAME, FIRST NAME

Reference: JVT9758Y

Warnings will display once a Person Escort Record has been completed

Personal details [Change](#)

Date of birth	1 Jan 2004 (Age 16)
Gender	Male
Ethnicity	Asian/Asian British: Indian

Risk information [Change](#)

VIOLENT

staff assaulter

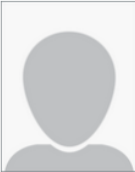
Health affecting transport [Change](#)

No health affecting transport

Information for the court [Change](#)

No information for the court

LAST NAME, FIRST



From
Lincolnshire Secure Unit

To
Aberdare County Court

Date
Thursday 20 Aug 2020
(Yesterday)

Once you have clicked on **Start Person Escort Record**, you will see the following sections of the dPER:

Incomplete Person Escort Record

Risk information	NOT STARTED
Offence information	NOT STARTED
Health information	NOT STARTED
Property information	NOT STARTED

If the dPER has already been started, you will see the various sections of the dPER and the completion status. All sections need to be completed before the handover to the PECS supplier can take place.

Incomplete Person Escort Record

Risk information	IN PROGRESS
Offence information	COMPLETED
Health information	NOT STARTED
Property information	NOT STARTED

MOVE REQUESTED

TWO, EXAMPLE

Reference: JUF1394P

Warnings will display once a Person Escort Record has been completed

Personal details [Change](#)

Date of birth	31 May 2001 (Age 19)
Gender	Male
Ethnicity	Prefer not to say

TWO, EXAMPLE

Risk information [Review](#)

Warnings will display once this section has been completed

▶ [View information provided when move was requested](#)

From
Guildford Custody Suite

To
Prison recall

Offence information [Review](#)

6.2. Pre-filled information from a previous dPER

The dPER will show information from previously completed dPERs and will display the date and time of when the information was previously entered.

Some answers on this page need to be reviewed. They are from the last Person Escort Record confirmed on Wednesday 4 Nov 2020 (Yesterday) at 9:58am.

The system will prompt the user to review the information against each relevant question and staff must confirm and update the details accordingly to ensure that it is up to date and accurate.

The screenshot shows a form question: "Are they of high public interest?" with a subtext: "For example, if they are a public figure or involved in a high profile case". A red-bordered box highlights the text "This answer needs to be reviewed". Below the question are two radio buttons: "Yes" (selected) and "No". Under the "Yes" option is a "Give details" section with a text input field containing "High profile public figure".

Certain questions within the dPER will not be pre-filled from a previous dPER. These are questions which are most likely to have changed since a previous move, for example, do they need to take any medication whilst moving, are they travelling with a child, how recently did self-harm occur, property being moved.

6.3. Risk information

Select the **Risk information** link from the profile page.

Then complete all the pages:

- **Security;**
- **Hold separately** – should this person be held separately?;
- **Vulnerable or risk to others;**
- **Self-harm** – is there any indications that they might self-harm or attempt suicide and what is their current observation level;
- **Weapons, drugs or concealed items** - have they concealed, created or used any restricted items in custody?
- **Any other risks.**

You can **Save and return to overview**, that will enable you to complete later if you need to.

Once you have completed this section, you will be presented with the **Risk information overview** (shown below), with the option to change answers if required.

Risk information overview	
Security	Change
Of high public interest	No
Violent or dangerous	No
Gang member or involved in organised crime	No
Stalker, harasser or intimidator	No
Escape risk	No
Hold separately	Change
Hold separately	Yes
Vulnerable or risk to others	Change
Vulnerable — at risk from other people	No
Risk to other people	Answer question
Self-harm	Change
Risk of self-harm or suicide	No
Current observation level	Standard observation level — no additional observation required
Weapons, drugs, or concealed items	Change
Concealed, created or used restricted items	No
Any other risks	Change

6.4. Offence information

Select the **Offence information** link from the profile page.

Then complete the following pages:

- **Release status** - is there a reason this person should not be released?;
- **Offence history**;
- **Current offences**.

You can **Save and return to overview**, that will enable you to complete later if you need to.

Once you have completed this section, you will be presented with the **Offence information overview** (shown below), with the option to change answers if required.

Offence information overview

Release status

[Change](#)

Release status	Not for release — pre-fill test
----------------	---------------------------------

Offence history

[Change](#)

Hostage taker	Review answer
Sex offender	Review answer
Terrorism related offences	Review answer
Arsonist	Review answer

Current offences

[Change](#)

Current offences	Review answer
------------------	-------------------------------

6.5. Health information

Select the **Health information** link from the profile page and complete all the pages:

- **Health concerns** – physical or mental health issues, wheelchair user, pregnant;
- **Physical and mental health needs;**
- **Medical care**
 - Is there any sensitive medical information that needs to be shared with the healthcare staff at the receiving location? If so, this is to be provided outside of the dPER in a sealed envelope during handover.

To note: healthcare staff can provide information for medication on the dPER or for **sensitive** medical information through physical documentation. If there are sensitive medical details to be provided, the platform will prompt them of how to provide this and what details to include.

- Do they need to take any medication whilst moving?
- Do they need or have they been prescribed any other medication not required while moving?
- **Dependencies** – are they experiencing or at risk of withdrawal from alcohol or other addictions that might affect them when they leave custody;
- **Allergies and intolerances** – do they have any known special diet or allergies?;
- **Personal care;**
- **Special vehicle** – is there a reason why this person might need to travel in a specially adapted van?;

- **Any other health concerns;**
- **Contact details** – for someone who can provide more information about the persons health information.

You can **Save and return to overview**, that will enable you to complete later if you need to.

Once completed, you will be presented with the following overview, with the option to change answers if required:

Health information overview

Health concerns

[Change](#)

Health issues	Yes
Wheelchair user	No
Pregnant	No

Physical and mental health needs

[Change](#)

Physical health needs	Yes — Should not be handcuffed due to XYZ
Mental health needs	No

Medical care

[Change](#)

Sensitive medical information	No
Medication while moving	No
Prescribed medication	No
Referred to a medical professional	No

Dependencies

[Change](#)

Alcohol withdrawal	Answer question
Addictions or dependencies	Answer question

6.6. Property information

Select the **Property information** link from the profile page.

Then complete the following pages:

- **Property** – do they have any property to be moved?;
- **Property details** – including Bag and Seal numbers.

You can **Save and return to overview**, that will enable you to complete later if you need to.

Once you have completed the property information questions, you will be presented with the Property information overview (shown below), with the option to change answers if required.

Property information overview

Property	Change
Property being moved	Yes
Property retained	No
In possession of property	Yes — Jewellery

Property details	Change
Bag 1	
Seal number	001
Contents	<ul style="list-style-type: none">• Medication — Inhaler• UK currency — £30

6.7. Confirm and complete the dPER

Once all sections of the dPER have been completed, you will see the option to **Provide confirmation**.

Person Escort Record has been completed

[Risk information](#)

COMPLETED

[Offence information](#)

COMPLETED

[Health information](#)

COMPLETED

[Property information](#)

COMPLETED

Once you are confident the information provided is correct and won't change, provide your confirmation that this record is correct in order to print it.

Provide confirmation

Check the box to confirm that, to the best of your knowledge, all information provided in the dPER is correct.

Once confirmation is given, the dPER cannot be edited, therefore it is advised that the dPER is not confirmed until you are confident that the information provided will not change.

Confirm and complete this Person Escort Record

Once you are confident the information below is correct and won't change, provide your confirmation that this record is correct in order to complete it.

! Once you confirm and complete the Person Escort Record you will no longer be able to update information.

Check this box to confirm that, to the best of your knowledge, all information provided in this Person Escort Record is correct.

Confirm and complete record

6.8. Print the dPER (interim process)

Once the dPER has been confirmed and completed, you are able print it.

Staff must print the dPER to complete handover to the escort supplier officer. Printing the dPER is an interim process, until the system is fully integrated with PECS suppliers.

Person Escort Record has been confirmed

All information in this Person Escort Record was confirmed at **9:19am** on **23 Sep 2020**.

 [Print Person Escort Record](#)

6.9. Handover to the PECS supplier (interim process)

At the point of handover to the supplier, you will need to **sign the handover section on the paper PER** in order for your supplier to retain a copy. Please disregard the handover sign-off section on the printed dPER – all signatures belong on the paper PER.

This process is an interim process until the BaSM system is fully digitised (including events and handover).

6.9.1. What will escort officers receive for each detainee?

When the individual is handed over, the following dPER documentation will be also handed over:

- Printed copy of the dPER (containing Risk, Offence, Medical and Property information) as approved by the dispatching officer, together with any medical in confidence information in a sealed envelope.
- Blank copies of the paper PER including the handover, History and Record of Events and Red Flag pages for emerging or changing risk during escort (for completion, as required, by the Escort Officer while the individual is within the supplier's duty of care).

7. Inter Establishment Transfers (IET) - creating Single requests

To propose an individual transfer request with Placements Team or PMU you will need to have the **PECS OCA Officer** role in addition to the **PECS Prison** role.

Using BaSM replaces the previous method i.e. intranet form emailed to PMU or Placements. The previous form should only be used if BaSM is unavailable and you have been advised to do so.

Before making a Single move request YOIs should have held an appropriate Multi-Disciplinary Meeting (MDM) and received approval of the move from the Placements Team or PMU dependent on which type of establishment the young person is moving to.

PMU approve moves to the Young Adult Estate.

Placements Team approve moves to YOIs (under 18s/young person) STCs and SCHs.

7.1. Making a single request

The Single requests dashboard will show your requests and their current status. Suppliers will not act on a proposed move until it has been approved by PMU/Placements. By selecting the filter, you can see proposed moves that are **pending review, approved, rejected or cancelled**.

Single requests sent [Download moves \(.csv\)](#)
[Print moves](#)

11 to 17 Jan 2021

[← Previous week](#) [This week](#) [Jump to date](#) [Next week →](#)

[Create a move >](#)

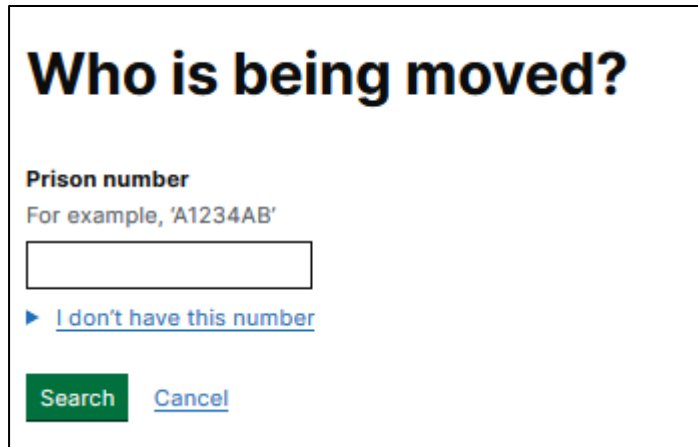
0 pending review	1 approved	0 rejected	0 cancelled
-------------------------------------	---------------	-------------------------------	--------------------------------

[Filter requests](#)

Name ↕	Sent on ↕	Move from ↕	Move to ↕	Date of travel	Move type ↕
ROYCIANA, ERWLISRD Reference: JVP3615R	10 Jan 2021	COOKHAM WOOD (HMP)	Vinney Green Secure Unit	11 Jan 2021	Compassionate

To propose a move:

- select **Create a move**;
- enter the **Prison number**; if you do not have the Prison number, you will be unable to request the move;



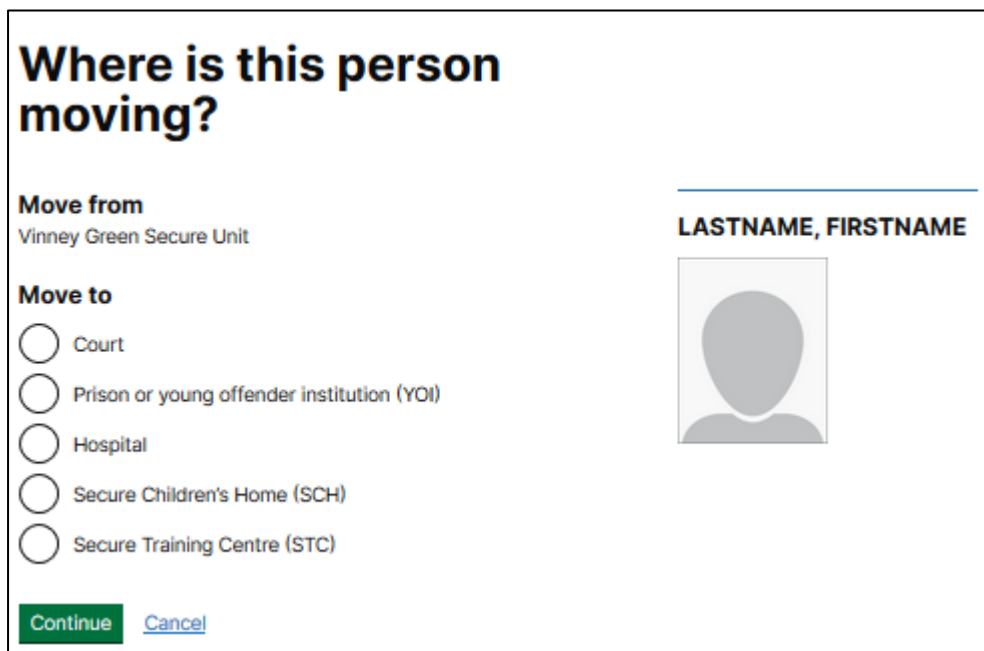
Who is being moved?

Prison number
For example, 'A1234AB'

[▶ I don't have this number](#)

[Cancel](#)

- enter the receiving location on the **Where is this person moving to?** Screen, then click Continue;



Where is this person moving?

Move from
Vinney Green Secure Unit

Move to

Court


Prison or young offender institution (YOI)

Hospital

Secure Children's Home (SCH)

Secure Training Centre (STC)

LASTNAME, FIRSTNAME



[Cancel](#)

- enter the **Earliest date of travel** and whether there is a date that the move must be completed by, then click Continue;

When is this person moving?

Earliest date of travel
For example 28/10/1990 or 28 October 1990

Is there a date this move has to be completed by?

Yes

No

[Cancel](#)

LASTNAME, FIRSTNAME



From
Vinney Green Secure Unit

To
Adel Beck Secure Children's Home

- select the appropriate **Reason for move**, then click Continue;

Reason for move

Accumulated Visits

Compassionate

Court move

Contract Package Area (CPA)

Indeterminate Sentence Prisoner (ISP) to open

Multi Agency Public Protection Arrangements (MAPPA)

Medical

Offending behaviour course

Parole

Progressive

Repatriation

Resettlement

Return after court appearance

Security

Youth Justice Board (YJB)

Another reason

Additional information (optional)

[Cancel](#)

- confirm whether the move has been agreed with the receiving establishment;

Has this move been agreed with receiving location?


Yes

Name of person who agreed the move

No

[Continue](#) [Cancel](#)

LASTNAME, FIRSTNAME



From
Vinnery Green Secure Unit

To
Adel Beck Secure Children's Home

Earliest date of travel
Saturday 12 Sep 2020
(Tomorrow)

- confirm whether a Special vehicle is required, then click send for review.

Special vehicle

This information is currently in NOMIS

HEALTH ISSUE

No Disability Recorded
Details not provided
Created on Thursday 23 Mar 2017

▶ [The information in NOMIS is not correct](#)

Does this person need to travel in a special vehicle?
This could be a specially-adapted prison van (for example, to accommodate wheelchairs)

Yes

No

[Send for review](#) [Cancel](#)

Once submitted, PMU/Placements will review and either approve or reject the request.

When PMU/Placements have approved the request BaSM places the booking with the PECS supplier.

Vinney Green Secure Unit [Switch location](#)

Move sent for review

Move reference
WFV4271N

The move for [LASTNAME, FIRSTNAME](#) to **Adel Beck Secure Children's Home** has been sent to the Placement Team for review.

[Back to dashboard](#)

7.2. Review a submitted single request

To review the details entered on a single request, select the name of the person from the Single request dashboard and you will be able to review the status and profile of the individual.

LASTNAME, FIRSTNAME

Reference: WFV4271N

Warnings will display once a Person Escort Record has been completed

<p>Personal details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Date of birth</td> <td>1 Oct 2005 (Age 14)</td> </tr> <tr> <td>Gender</td> <td>Male</td> </tr> <tr> <td>Ethnicity</td> <td>Prefer not to say</td> </tr> </table> <p>Risk information</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">No risk information</div> <p>Health information</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">No health information</div> <p>Supporting documents</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">No documents uploaded</div> <p style="margin-top: 10px;">Cancel this move</p>	Date of birth	1 Oct 2005 (Age 14)	Gender	Male	Ethnicity	Prefer not to say	<p>LASTNAME, FIRSTNAME</p> <div style="background-color: #ccc; width: 60px; height: 60px; margin: 0 auto; border-radius: 50%;"></div> <p>From Vinney Green Secure Unit</p> <p>To Adel Beck Secure Children's Home</p> <p>Earliest date of travel Saturday 12 Sep 2020 (Tomorrow)</p> <p>Transfer status Agreed by An Other</p>
Date of birth	1 Oct 2005 (Age 14)						
Gender	Male						
Ethnicity	Prefer not to say						

7.3. Editing or cancelling a single request

To edit a single request that is pending review, cancel the move and re-enter the request for approval by PMU/Placements with revised details.

If the move has already been approved, you can cancel the move via the Outgoing dashboard and re-enter it. **It is recommended you contact Placements or PMU prior to this.**

LASTNAME, FIRSTNAME

Reference: WFV4271N

Warnings will display once a Person Escort Record has been completed

Personal details

Date of birth	1 Oct 2005 (Age 14)
Gender	Male
Ethnicity	Prefer not to say

Risk information

No risk information

Health information


No health information

Supporting documents

No documents uploaded

[Cancel this move](#)

LASTNAME, FIRSTNAME



From
Vinney Green Secure Unit

To
Adel Beck Secure Children's Home

Earliest date of travel
Saturday 12 Sep 2020
(Tomorrow)

Transfer status
Agreed by An Other

Cancel this move request

Why are you cancelling this move request?

Made in error
For example, there's a mistake or the person no longer needs to move

Supplier declined to move this person
For example, the request was made late

Cancelled by Population Management Unit (PMU)

Another reason

[Confirm cancellation](#)