

**The Person Escort Record (PER) - Policy Framework Detailed Guidance**  
**Paper PER for use by HMPPS staff**  
**and**  
**What does the digital PER mean for HMPPS staff?**

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# **The Paper Person Escort Record**

## **1. Background**

- 1.1 This guidance is being issued in support of the revised 2019 paper Person Escort Record (PER) for use by HMPPS staff. PECS staff should see the guidance in the next section in relation to the digital PER.
- 1.2 A review of the PER document was commissioned in response to criticisms by Her Majesty's Chief Inspectorate of Prisons (HMIP), the Prisons and Probation Ombudsman and Coroners.
- 1.3 The new document allows for the changing nature of risk, ensuring that it is dynamic, with a red flag page to highlight changes in risk. A suicide and self-harm (SASH) warning form is included within the new booklet to enable effective information sharing on prisoners at risk of suicide or self-harm. There is a new health and social care page for health risks, social care needs, other vulnerabilities and details of medication.
- 1.4 A more detailed guide to completing the PER document is provided within the document itself.
- 1.5 Further guidance can also be found in the annexes supporting this policy framework. This includes a user guide (Annex A).
- 1.6 The revised PER document has been agreed by HMPPS, the Police, Contractors, Secure Hospital Estate, HMCTS and United Kingdom Borders Authority.

## **2. How to use the paper PER**

- 2.1 When completing the paper PER, staff must ensure that if they are escorting a Cat A/ Restricted Status or E-List prisoner, they use the specified PER for that prisoner. The Cat A/ Restricted Status PER has a red stripe on the front cover and the E-List PER has a yellow stripe on the cover. Please see Annex A for further information.
- 2.2 All Category A and Restricted Status prisoners must always be escorted using the paper PER, and not the digital PER.
- 2.3 The PER document itself contains instructions on how to complete each section.
- 2.4 Every section of the PER must be completed, in a detailed, clear and legible manner.
  - The paper PER document should only be used for external escorts completed by HMPPS staff. For example:
  - Escorting a prisoner to a funeral, wedding or similar
  - Escorting a prisoner to hospital
  - Inter-prison transfers not facilitated by PECS
- 2.5 All PECS booked moves must use the digital PER.

## **3. What the 2019 Paper PER now includes**

- 3.1 Full guidance notes are included within the PER document itself giving details of how to complete the document.
- 3.2 There is a separate PER document for mandatory use on Cat A/ Restricted Status prisoners. The front cover of the PER document is identifiable via a red diagonal stripe which is designed to highlight the additional risk that Cat A/ Restricted Status prisoners pose.
- 3.3 There is a separate PER document for the mandatory use on all E-List prisoners. The front cover of the PER document is identifiable via a yellow diagonal stripe which is designed to highlight the additional risk that E-List prisoners pose.
- 3.4 A checklist is incorporated on the front page giving an overview of the completion of each section within the document.
- 3.5 An escape list warning box is now added to the front cover.
- 3.6 Next of kin name and telephone number has been added to 'Risk Indicator' page.
- 3.7 There is improved questioning designed to capture additional information around transgender issues.
- 3.8 A box for risk of the prisoner conveying illicit items has been added on the 'Risk Indicator' page.
- 3.9 A comprehensive 'Medical and Social Care' section is now included. There is no requirement to sign someone as fitted to travel. If the medical section is **not** completed, the person is not fitted to travel.
- 3.10 The previously separate 'Self Harm/At Risk' document is now included as part of the PER document.
- 3.11 There is a new 'Red Flag' section which will highlight any emerging or changing risk during the current escort.
- 3.12 There is a separate 'Property and Cash' sections providing clear options.
- 3.13 An additional carbonated sheet has been added.

#### **4. Dispatch From Prison**

- 4.1 The dispatching member of staff will, prior to dispatch, check that section one has been completed by the custody/OMU department to check whether or not the prisoner is 'not for release', due to any outstanding warrants. If the prisoner is subject to a court hearing. If there are outstanding warrants or if the prisoner is subject to immigration detention, dispatching staff will ensure that the 'Not for release' box is ticked both on the front cover and section 1 and a full reason given.
- 4.2 Staff will indicate in the relevant section on the risk indicator page if there is any risk or area of concern regarding a prisoner. This should be a full written comment and not an abbreviation or code. All entries will be made on the white top copy of the form.
- 4.3 If the prisoner being discharged is not expected to return, all their in possession property, valuables and locally stored property will accompany them, subject to volumetric control levels, in accordance with [PSI 2011/ 72 Discharge](#).

- 4.4 If an application is required to be made to the court for improving security arrangements, this should be done so in accordance with [PSI 2015-26 Security of Prisoners at Court](#) and [PSI 2015-33 External Escorts](#). For category A prisoners, this should be done in line with [PSI 2013-09 Management and Security of Category A Prisoners- External Movement](#).
- 4.5 Staff should check that the PER is accurate, as soon as reasonably possible to the time of dispatch, to ensure that the most up to date information is recorded. If a PER has been completed ahead of time, security and healthcare staff should review the information to ensure it is up to date, including any medication (including painkillers) that has been prescribed in the last 24 hours.

## **5. Receiving a Prisoner from an Escort**

- 5.1 When a prisoner enters a prison, reception staff will request the PER from the escort with any continuation sheets that are attached. Reception staff will then sign the white top copy at Section 2 for receipt of the prisoner and any property from the escort. The A4 booklet containing the top white copy will then be filed on the prisoner's F2050. The escorting staff will retain one of the remaining copies for themselves.
- 5.2 Reception staff will alert appropriate staff in the prison to any risks identified on the PER, for example, healthcare and security staff, duty governors or directors and orderly officers.
- 5.3 Anything that has been entered onto the suicide and self-harm warning alert section should be brought to the attention of the receiving staff with any details and action taken detailed and signed by both the escorting officer and the receiving member of staff.
- 5.4 If the prisoner is being received back into the same prison from which he or she was dispatched, reception staff should compare the bottom copy of the form that was completed on dispatch and retained with the top copy of the PER received at the end of the day. Staff should take special note of any new information in the record of events or any incident reports attached and how this is described as a change of risk, within the risk section
- 5.5 A quality assurance process is completed on the PER document upon completion of the escort and any points of learning used for training purposes.

## **6. Procedure During Escort**

- 6.1 The escorting officer should take note of any risks identified by the prison, police or the previous escorts and ensure that appropriate action is taken during the escort.
- 6.2 The escorting officer should maintain the record of events during the entire period of the movement. This should include, for example:
- Checking of restraints and equipment in line with the risk assessment
  - Significant events including contact with healthcare professionals but not including medical in-confidence entries
  - Routine contact with the receiving establishment

- 6.3 If incidents occur during the current escort or new information suggests that the risk posed by the prisoner has changed, a comment should be entered into the new “Red Flag” section. This should provide full and clear details of the incident, including any apparent reason or motivation for the incident, the time of the incident, the prisoner’s mood before and after the incident and the action taken to manage the incident. Staff should also record any comments made by the prisoner as accurately as possible.

### **Receiving a prisoner from prison**

- 6.4 The escorting officer will ensure that they receive from dispatching staff a PER for every prisoner they are to escort to any destination. The officer in charge of the escort should confirm that all sections of the form have been completed and all relevant sections signed and dated. They will then confirm the prisoner’s identity by ensuring the prisoner matches the photograph, if provided, and check the prisoner’s identity with the dispatching officer (for example, using name, prison number and date of birth). They should then confirm that where risks have been identified, further information or enclosed reports are handed over to the escort. If any documentation is attached to the PER form, then the “forms enclosed” section will be completed on the handover page. All documents and property and cash seals will be checked and signed for on the record of handover section on the top copy, ensuring that seal numbers match those on the PER.
- 6.5 The white top copies of each section shall remain in the A4 booklet and then travel with the escort. The dispatching staff should retain the carbonated bottom copies of each section of the form.

### **Transfer of responsibility during movement**

- 6.6 Where escorting staff hand over the prisoner to another escort, the receiving officer should sign the white top sheet on the handover page to record the receipt of the prisoner, PER and property into his or her custody. The previous escorting staff will retain the carbonated bottommost copy of the PER. The originating escort staff will also ensure that they hand over any relevant information regarding the prisoner relating to risk and should include any new issues that have occurred during the first part of the escort.

### **Movements taking more than one day**

- 6.7 A new PER does not have to be raised for a movement that takes longer than a day to complete. However the change of date should be noted in the record of events at Section 3. Continuation sheets of section 3 may also be used. If they are, the escort staff should ensure that the prisoner details are recorded at the top of each extra page and that the forms are kept together in sequence.
- 6.8 However, a new PER should be raised if a prisoner returns to an establishment each day and goes out to the same destination the following day, e.g. a court appearance that may last several days with the prisoner returning each day will require a new PER for each day of the appearance.

### **Bedwatches**

- 6.9 Bedwatch staff may use part 3 of the PER and continuation sheets to record events at an escort or emergency hospital attendance until the escort becomes a bedwatch. If the

bedwatch is the result of a hospital escort and therefore unplanned, staff may use part 3 of the PER and continuation sheets, however, staff will revert to the specific bedwatch pack as soon as possible.

## **7. Quality Assurance**

- 7.1 In order to assure quality, and for PECS suppliers to be able to quality assure their PERs appropriately, prisons must ensure that PERs (paper and digital) are fully complete and reflect the most accurate and up to date information possible, to ensure that all of the necessary information is shared with our stakeholders.
- 7.2 Establishments must decide the level of quality assurance that will be put in place locally.
- 7.3 Establishments should consider implementing a system where a set percentage of PERs are reviewed, and this percentage may be adjusted where necessary depending on the continuing quality of the PERs.
- 7.4 A selected sample of PERs will be collected by security auditors for quality assurance.
- 7.5 Where quality assurance checks of PERs are completed by both the discharging and receiving facilities, and by PECS, there is a collective assurance that up to date and accurate information is being properly shared between stakeholders, which will help to ensure the safety and security of escorts.

## **8. Medical and Health Information**

- 8.1 The involvement of healthcare staff in the PER process is vital. Completion of medical and health risk information within the PER is an essential requirement to ensure the safe movement, medical and risk management of detainees. The healthcare information required on the PER is that which is relevant to any current risk to the patient or escorting staff, or any current healthcare information that is important for the safety and wellbeing of the person being escorted. This includes any prescribed medication (including painkillers) and any condition that may need regular interventions. This must also include any relevant mental health concerns, current or historic. The sealed envelope will continue to be used for the medical in confidence information, in the event of a medical emergency incident.
- 8.2 If healthcare staff decide that a prisoner is not fitted for travel, they should not complete the medical and health information on the PER. Completing this information is an assurance that a prisoner is fitted to travel. Healthcare staff should communicate that the prisoner is not fitted for travel to the prison staff, who must then cancel the move.

### **Escorting Pregnant Women**

- 8.3 Escorting staff shall be made aware if a woman they are escorting is pregnant, so that they can manage her specific needs and make necessary adjustments. Please see the [Women's Policy Framework](#) for more information.

- 8.4 Consideration should be made where women have reduced mobility or are suffering from sickness or a pregnancy related illness, and where possible, a female escort should be provided.
- 8.5 Care should also be taken to understand the needs of women being transferred between Mother and Baby Units. For more information please see [PSI 49/2014 Mother and Baby Units](#).
- 8.6 See [PSI 33/2015 External Prisoner Movement](#) for further instructions on escorting pregnant women.

## **9. What does the digital PER mean for HMPPS staff?**

- 9.1 Since 9<sup>th</sup> November 2020, all PECS booked moves have used the digital PER (dPER).
- 9.2 The following sections of the PER are to be completed digitally on the Book a Secure Move (BaSM) platform by dispatching staff:
- Risk information
  - Offence information
  - Health information
  - Property information
  - Handover
- 9.3 Any information that needs to be recorded during the escort will be completed by the PECS supplier using a handheld device, kept by the escort officer. The information completed on the handheld device during the escort will be uploaded to the database using a Wi-Fi or 4G link. This database has a secure link to the BaSM dashboard and the information should be updated onto the BaSM dashboard and be viewable in 'near real time' once it has been saved on the hand held device. This should take around two minutes to appear on the dashboard in the establishment.
- 9.4 Any 'Red Flag' or medical incidents that occur during the escort will be clearly flagged via the BaSM dashboard, where staff will be able to view the type of incident and the incident notes.
- 9.5 Paper PERs must still be kept in escort vehicles and used to update events and any incident information in case a situation should arise where hand held devices are unavailable, and escort staff must hand over this information at reception where necessary.
- 9.6 Handheld devices will remain on the escort officer at all times. These devices have been given central authorisation by the Security Order and Counter Terrorism Directorate (SOCT) to be taken into prison receptions by the escort officer.
- 9.7 These devices can only be accessed by a secure login, they cannot access voice capabilities, a camera, and do not have access to any other applications. The devices adhere to Mobile Device Management (MDM) protocol.
- 9.8 If the digital systems should fail during an escort, it is the responsibility of the PECS supplier to produce a paper PER with all of the appropriate information, and to share this with the receiving facility. In some situations this may require the escorting staff to

telephone the dispatching facility to ensure that the information compiled is up to date and correct.

### **Dispatching a prisoner on a PECS booked move using the dPER**

- 9.9 Dispatching staff must complete the prisoner's 'release status' under the offence information section of the digital PER, including the reason the prisoner should not be released. There is space to give full details of why the prisoner should not be released in section 1 of the dPER.
- 9.10 If the prisoner being discharged is not expected to return, all their in possession property, valuables and locally stored property will accompany them, subject to volumetric control levels, in accordance with [PSI 2011/ 72 Discharge](#).
- 9.1 Dispatching, security and healthcare staff must complete the risk, offence, health, and property sections of the dPER on the Book a Secure Move (BaSM) dashboard. This information has to be included or the move cannot progress. This information should be entered as a full comment and not an abbreviation or code. The information on the dPER can continue to be updated until the 'handover' button is confirmed. Further updates to the dPER prior to the confirmation of handover, will trigger a new webhook informing the supplier of changes. Once the escort is ready to commence, dispatching staff must complete the 'handover' section, including their name, ID and contact details.
- 9.2 The dPER has pre-fill functionality, where any relevant data on an individual with a matching NOMIS ID will come through from NOMIS and populate those sections of the dPER. There are certain fields which will need refreshing for every move request so will need to be entered and confirmed each time. Staff should ensure that they have entered the correct NOMIS ID, so that they are not pre-filling data on the wrong individual.
- 9.3 Please see Annex B for further information on completing the digital sections on the BaSM dashboard and Annex C for an example of these sections.

### **Receiving a prisoner from a PECS booked move using the dPER**

- 9.4 Establishments will be able to view the BaSM dashboard for prisoners that are due to be received from a PECS booked move, including those being transferred from another establishment or from a police custody suite. Any information recorded during the escort will be uploaded onto the BasM dashboard.
- 9.5 The prisoner will be handed over with any property and any additional documents where necessary. After checking all details entered onto the dPER, the receiving officer must complete the handover section, entering the relevant details, date and time. Staff should check that property bags are sealed, the seal has not been tampered with or broken, and the unique seals numbers replicate those recorded on the dPER.
- 9.6 For more information on the dPER please see:
- Annex B- Book a Secure Move- Prison User Guide. **Digital PER only**
  - Annex C- Example of completed BaSM sections of the DPER. **Digital PER only.**
  - Annex D- dPER completion flowchart for prison and healthcare workers. **Digital PER only.**
  - Annex E- dPER FAQ's for prisons **Digital PER only.**

- Annex F- Book a Secure Move- Healthcare user guide. **Digital PER only.**
- Annex G- dPER FAQ's for healthcare. **Digital PER only.**
- Annex H- Book a Secure Move- Young Offender Institutes user guide. **Digital PER only.**

## **10. Associated Policies**

10.1 Please see the following associated policies which may be useful to consider alongside this policy framework:

- [PSI 2015/33 External Prisoner Movement](#)
- [Women's Policy Framework](#)
- Pregnancy, Mother and Baby Units (MBUs) and Maternal Separation from Children under 2 in Prison Policy Framework (to come 2021)
- Searching Policy Framework (to come 2021)
- [PSI 2015/10 Management and Security of Escape List \(E list\) Prisoners](#)
- [PSI 2015/26 Security of Prisoners at Court](#)
- [PSI 2013/09 Management and Security Of Category A Prisoners- External Movements](#)
- [PSI 2011/ 72 Discharge](#)
- [PSI 2011/ 12 Prisoner's Property](#)
- [PSI 46/2011 Tackling Witness Intimidation by Remand Prisoners.](#)
- [PSI 07/2015 Early Days in Custody](#)