

The Person Escort Record (PER) – Policy Framework Detailed Guidance
Digital PER for use by PECS

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Annexes

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Annex B	Book a Secure Move (BaSM) digital PER prison user guide
Annex C	Example of completed BaSM digital sections
Annex D	dPER completion flowchart for prison and healthcare workers
Annex E	Digital PER Prison FAQ's
Annex F	Book a Secure Move digital PER user guide for healthcare staff
Annex G	Digital PER Healthcare FAQ's
Annex H	Book a Secure Move digital PER user guide for Young Offender Institutions

1. Background

- 1.1 This guidance is being issued in support of the digital Person Escort Record (dPER) for PECS booked moves only, including custodial moves to and from the following locations:
- Police Custody Suites
 - Secure Children Homes and Secure Training Centres
 - Prisons
 - Young Offender Institutes, and
 - Courts.
- 1.2 Staff seeking guidance on the paper PER should see the paper PER guidance document .
- 1.3 A thematic report published by Her Majesty's Inspectorate of Prisons recommended the investigation of an electronic PER following concerns around legibility and quality assurance.
- 1.4 The objective of the dPER is to:
- Improve quality of information captured.
 - Reduce errors/omissions through enforced data entry and mandatory fields.
 - Enable completion by multiple users concurrently (e.g. Prison Security / Healthcare)
 - Integrate with supplier systems sharing the DPER with escort suppliers instantly after completion, facilitating a safer escorting process.
 - Ensure efficiency of completion, based on previous information being partly pre-populated from NOMIS (Prison & YOI users)
- 1.5 Further guidance can also be found in the annexes supporting this policy framework.
- 1.6 The digital PER has been agreed by HMPPS, the Police, Contractors, Secure Hospital Estate, HMCTS and United Kingdom Borders Authority.

2. How to use the dPER

- 2.1 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
- 2.2 Any information that needs to be recorded during the escort will be completed by the escort staff 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.

- 2.3 Any 'red flag' or medical incidents that occur during the escort will be clearly flagged to the receiving destination via the BaSM dashboard, where staff will be able to view the type of incident and the incident notes.
- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 Please see Annex B for further information on completing the digital sections of BaSM and Annex C for an example of the completed BaSM sections.

3. Dispatch from Prison

- 3.1 The dispatching member of staff will check, prior to dispatch, 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.
- 3.2 They should then 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.
- 3.3 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](#)
- 3.4 Staff will indicate in the relevant section on the risk indicator page of the dPER 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.
- 3.5 If an application is required to be made to the court for improving security arrangements, this should be done so in line 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](#).

- 3.1 Dispatching staff should check that the dPER 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 dPER has been completed ahead of time, security and healthcare staff should review the information to ensure it is up to date, covering any medication (including painkillers) that has been prescribed in the last 24 hours. 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 to the dPER. When the escort is ready to commence, the dispatching officer must complete the 'handover' section, and should include their name, ID and a contact number.

4. Procedure during Escort

- 4.1 The escort staff 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.
- 4.2 Escorting staff should maintain the record of events during the entire period of the movement on the hand held device.
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
- 4.3 If incidents occur during the current escort or new information suggests that the risk posed by the prisoner has changed, this information should be entered onto the hand held device. This should include the type of incident, and 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 in the notes space available.

Receiving a prisoner from prison

- 4.4 Escorting staff will ensure that they receive from dispatching staff a dPER for every prisoner they are to escort to any destination. The officer in charge of the escort should confirm that all sections of the dPER have been completed. They will then confirm the prisoner's identity by ensuring the prisoner matches the photograph, if provided, and confirm the prisoner's identity with the dispatching officer (for example using the prisoner's 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. The escort staff should ensure that any attached documents are present. All documents and property/cash seals will be checked and recorded for on the property handover section. The BaSM sections of the dPER should be completed as near as possible to the commencement of the move to ensure the most up to date information is captured. The dPER can continue to be updated until the handover button is confirmed. Anything that needs to be recorded during the escort should be done so via the hand held device. When

the escort is ready to commence, the dispatching officer should complete the 'handover' section on BaSM, including their name, ID and contact details.

Receiving prisoner from police

- 4.5 Escorting staff will ensure that they receive from the police custody staff a dPER for every prisoner/detainee they receive. They will then confirm that the prisoner matches the photograph, if provided, and confirm the prisoner's identity against the warrant. They should then confirm that where risks have been identified further information or attached reports are handed over to the escort, and confirm that the property and cash is as recorded on the property handover section. The escort staff should check that property bags are sealed, the seals have not been tampered with or broken, and the unique seals numbers replicate those recorded on the dPER. Escort staff should also ensure that on the Record of Events section of the dPER, the police have confirmed the prisoner's identity, searching level, and that a full briefing has been given to the escort staff. The officer in charge of the escort should confirm that all information on the dPER is correct (including Risk information, Offence information, Medical details, together with any property and cash being transported) and won't change prior to the escort. The dPER can continue to be updated until the handover button is confirmed. The Handover section provides space for confirming time, date of handover(s), including name, ID and contact information.

Release from court

- 4.6 If a prisoner is to be released from custody, the PECS supplier at court will ensure that they are satisfied with the identity of the prisoner and that the dPER does not state that the prisoner is "not for release". The PECS supplier should also ensure that they have not been advised of any other relevant warrants on the prisoner. The PECS supplier will ensure all checks have been carried out by contacting the relevant agency or establishment obtaining both a contact name and level of authority. These details should then be entered onto the dPER as an event together with any related remarks. Following the authorisation of release, the PECS supplier shall confirm their name in the relevant boxes on the same section. A second officer will check the documentation and the release information, and then confirm in the relevant boxes again on the same section.
- 4.7 When the prisoner is dispatched to court from the sending facility, and if they are not expected to return, they should be dispatched with all in possession property, valuables and locally stored property, subject to volumetric control levels, in accordance with [PSI 2011/ 72 Discharge](#)
- 4.8 If the prisoner being released has property in possession they should ensure that the prisoner signs the "statement of receipt of property" on the last part of the "record of events" section. The corresponding bag seal numbers should be copied across from the Property and Cash section, and the person being released should confirm in the relevant boxes.

Movements taking more than one day

- 4.9 A new dPER 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 section of the dPER.

- 4.10 A new dPER 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 dPER for each day of the appearance.
- 4.11 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.

5. Quality Assurance

- 5.1 In line with this policy framework and guidance, discharging facilities are required to have an effective quality assurance system in place for PERs, to ensure that the information they pass on to PECS suppliers is clear, complete, accurate and up to date.
- 5.2 In order to ensure that that level of assurance is maintained, PECS should also have a quality assurance process in place to assess the quality of the information that is recorded during the escort, for record of events, 'red flag', and SASH warning information.
- 5.3 Suppliers should quality assure their digital PERs and should consider agreeing upon a set percentage of dPERs to check. Contract Delivery Managers should consider undertaking quality assurance checks of PERs on site visits, and may also consider using a percentage check system.
- 5.4 Where quality assurance checks of PERs are completed by both the discharging, receiving facilities, and 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.

6. Medical and Health Information

- 6.1 The involvement of healthcare staff in the dPER process is vital. Completion of medical and health risk information within the dPER is an essential requirement to ensure the safe movement, medical and risk management of detainees. The healthcare information required on the dPER is information 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 also includes 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.
- 6.2 If healthcare staff decide that a prisoner is not fitted for travel, they should not complete the medical and health information on the dPER. 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 on the Book a Secure Move platform.

- 6.3 An active NOMIS account is a prerequisite for access to Book a Secure Move (BaSM). The prison LSAs will manage the accounts for both prison and healthcare staff. The web-based BaSM platform can be accessed by the healthcare staff on their current work computers with no need for a Quantum ID or NOMIS training. A link to BaSM has been added to SystemOne.

Escorting Pregnant Women

- 6.4 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.
- 6.5 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.
- 6.6 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](#).
- 6.7 See [PSI 33/2015 External Prisoner Movement](#) for further instructions on escorting pregnant women.

7. Associated Policies

- 7.1 Please see the following associated policies that 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](#)