

Authority For Location In Special Accommodation																							
ESTABLISHMENT										CODE				LOCAL REFERENCE NUMBER									
Prisoner Details																							
Prison Number						Surname						Forename(s)											
Sex		Male		Female		Status		Adult		Young Offender				Young Person (age)									
Ethnic Code (cross relevant code)		A1	A2	A3	A9	B1	B2	B9	O1	O9	W1	W2	W9	M1	M2	M3	M9	NS					
Is the prisoner on an open ACCT? (inc. Post-Closure)										Yes		No											
Action						Location		Time		Date		Signature				Name							
Located to Special Accommodation																							
Removed from Special Accommodation																							
Duty Governor/Duty Director to describe the level of search that was given and the conditions the prisoner will be held in. e.g. what has been removed from the accommodation and whether the prisoner is in his or her own clothes.																							
Prisoner on ACCT? (inc. Post-Closure) (Duty Governor / Duty Director to complete)																							
I have consulted the prisoner's CAREMAP (try to do this before location in Special Accommodation)																							
I confirm that the change in circumstances has been noted on the ACCT. This includes a note of the alternatives to Special Accommodation that were considered.																							
Signature								Name								Time				Date			
Informing Healthcare																							
This can be anyone in Healthcare but that person must inform a Doctor or Nurse so that they can attend the Special Accommodation to complete the Initial Segregation Health Screen.																							
Name of Healthcare person informed																							
								Informed at		Time						Date							
By (Print Name)								(Signature)															
Healthcare attended at								Time						Date									
Informing IMB																							
Name of IMB member informed																							
								Informed at		Time						Date							
By (Print Name)								(Signature)															
IMB Visit (Name)								(Signature)															
								Time						Date									

Authority of Duty Governor / Duty Director

The Duty Governor/Duty Director must fully consider the Initial Segregation Health Screen before deciding the most appropriate course of action. Note that where authority is given prior to the completion of the Initial Segregation Health Screen, the Duty Governor/Duty Director must review this Authority once the Screen has been completed.

If the Initial Segregation Health Screen states that there are healthcare reasons not to locate in Special Accommodation, but the Duty Governor/Duty Director considers that there are other reasons that may mean that location in Special Accommodation is necessary, then the Duty Governor/Duty Director must ensure that an Initial Case Review takes place within two hours, or before unlock if the Screen is completed during night state.

If an Initial Case Review is held then the details must be recorded on the Review Form and kept with this document.

I have referred to the Initial Segregation Health Screen completed by a Doctor or a Registered nurse and I authorise the above prisoner to be placed in Special Accommodation for a period up to 24 hours.
The reasons for location in Special Accommodation are as follows:

Duty Governor/Duty Director		Signed			
Grade		Time		Date	

The Duty Governor/Duty Director must now name a Designated Manager and consider the frequency of observations and reviews of location that will take place each hour.

These (and any subsequent changes) must be noted on the following page of this form.

Observation Levels

A member of staff must observe the prisoner **at least five times an hour**, at irregular intervals.
He or she must make every effort to talk to the prisoner and de-escalate the situation
to minimise the prisoner's time in Special Accommodation.
These must be timed in accordance with the ACCT Plan if applicable.

Frequency	Duty Governor/Duty Director	Signature	Grade	Time	Date

Assessment of Prisoner's Location by Designated Manager

The Duty Governor/Duty Director must nominate a Designated Manager who must be an operational grade
of not less than Senior Officer rank or Contracted Prisons equivalent.

The Duty Governor/Duty Director must specify the frequency at which assessments take place,
but they must take place **at least once every hour**.

The Designated Manager must assess the prisoner's continued location in Special Accommodation at the frequency
recorded below. He or she must make every effort to talk to the prisoner and de-escalate the situation to minimise the
prisoner's time in Special Accommodation.

The Designated Manager must also oversee the completion of Form OT013, recording the outcomes of his or her
assessments in the Occurrence Log, and take part in every ACCT Case Review, if applicable.

State Frequency Below	Designated Manager		Grade		Time On	Time Off
	Duty Governor/Duty Director	Signature	Grade	Time	Date	
State Frequency Below	Designated Manager		Grade		Time On	Time Off
	Duty Governor/Duty Director	Signature	Grade	Time	Date	
State Frequency Below	Designated Manager		Grade		Time On	Time Off
	Duty Governor/Duty Director	Signature	Grade	Time	Date	
State Frequency Below	Designated Manager		Grade		Time On	Time Off
	Duty Governor/Duty Director	Signature	Grade	Time	Date	

Observation Levels (continued)

A member of staff must observe the prisoner at least five times an hour, at irregular intervals.
He or she must make every effort to talk to the prisoner and de-escalate the situation
to minimise the prisoner's time in Special Accommodation.
These must be timed in accordance with the ACCT CAREMAP if applicable.

Frequency	Duty Governor/Duty Director	Signature	Grade	Time	Date

Assessment of Prisoner's Location by Designated Manager (continued)

The Duty Governor/Duty Director must nominate a Designated Manager who must be an operational grade
of not less than Senior Officer rank or Contracted Prisons equivalent.

The Duty Governor/Duty Director must specify the frequency at which assessments take place,
but they must take place at least once every hour.

The Designated Manager must assess the prisoner's continued location in Special Accommodation at the frequency
recorded below. He or she must make every effort to talk to the prisoner and de-escalate the situation to minimise the
prisoner's time in Special Accommodation.

The Designated Manager must also oversee the completion of Form OT013, recording the outcomes of his or her
assessments in the Occurrence Log, and take part in every ACCT Case Review, if applicable.

State Frequency Below	Designated Manager		Grade		Time On	Time Off
	Duty Governor/Duty Director	Signature	Grade	Time	Date	
State Frequency Below	Designated Manager		Grade		Time On	Time Off
	Duty Governor/Duty Director	Signature	Grade	Time	Date	
State Frequency Below	Designated Manager		Grade		Time On	Time Off
	Duty Governor/Duty Director	Signature	Grade	Time	Date	
State Frequency Below	Designated Manager		Grade		Time On	Time Off
	Duty Governor/Duty Director	Signature	Grade	Time	Date	

Occurrence Log

The Occurrence Log must be used to keep a record of all actions and observations of the prisoner, including notes of conversations, assessments by the Designated Manager and meals and drinks offered and taken.

[illegible]

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[illegible]

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[illegible]

Visits

The Governor in Charge / Director **and** the doctor or registered nurse must visit at least twice in any 24 hour period.

Governor in Charge /Director's visits

1 st visit:	Name		Signature		Time		Date	
2 nd visit:	Name		Signature		Time		Date	

Comments / observations

Doctor or registered nurse's visits

1 st visit:	Name		Signature		Time		Date	
2 nd visit:	Name		Signature		Time		Date	

Comments / observations

Decision to Remove Prisoner from Special Accommodation

Duty Governor/Duty Director		Signature		Time		Date	
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New location

Reasons:

Name of Healthcare person informed		Time		Date	
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By (Print Name)		(Signature)	
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Name of IMB member informed		Time		Date	
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By (Print Name)		(Signature)	
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Now enter the time removed from Special Accommodation on the front of this form.

Completed copies to be retained on the prisoner's core record

Original to be held centrally and securely