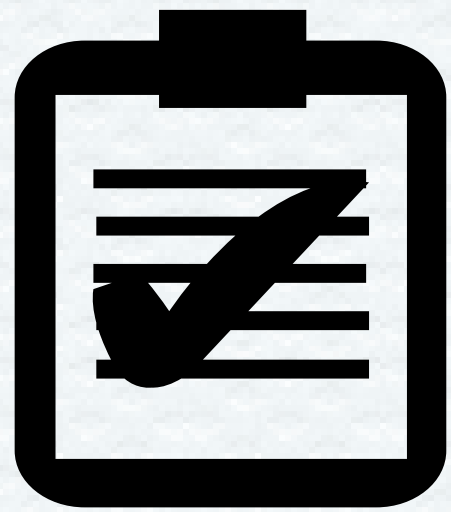


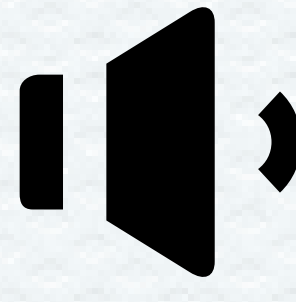
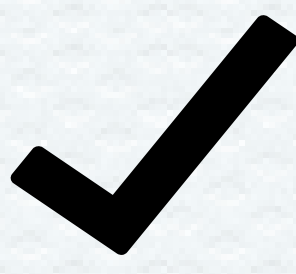
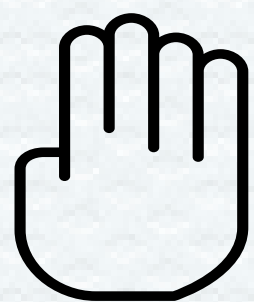
ROLL CHECKS



Why do lock up checks matter?

Lock up roll checks are vital to ensure all prisoners/children within our care are present and safe. Staff in residential areas are responsible for the security and welfare of those living in these areas. Formal lock up roll checks provide regular assurance that everyone is where they should be, and it allows us to start the next part of the regime in a safe and orderly fashion.

ACTION – INSPECT – ATTEND – ENGAGE



1. **ACTION:** announce lock up

2. **INSPECT** all area & ensure doors are locked.

3. **ATTEND** your assigned area and lock prisoners/children into their cells.

4. **ENGAGE** with the prisoners/children to ensure they are in the correct cells

5. Lock the cell door making sure that it is fully **SECURE**.

6. Continue this until all prisoners/children are **SECURE** in their cells.

7. **ATTEND** each cell open the observation panel and observe every prisoner/child. Physically count the occupants of every cell.

8. **ACTION:** if you unable to clearly see a prisoner/child instruct them to remove any obstruction immediately.

9. **ACTION:** if E-List – ensure that the procedures are followed.

10. **ACTION:** a verbal response is required from the prisoner/child to ensure the prisoner/child is present, safe and secure.

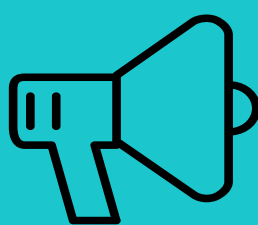
11. **ENGAGE** all prisoners/children that are subject to ACCT

12. Physically check that all doors are **SECURE** and your roll is correct.

13. **ACTION:** make sure your roll correlates with the wing roll board and movement record.

14. **RECORD** your roll in the appropriate register.

15. **RECORD** any relevant documentation i.e. ACCT documents/food refusals/E-List etc.



Please refer to the POG (Prison Officer Guide) for further details relating to establishment roll checks.

