

DSO 02/2017 – Annex A



Rule 40 / Rule 35 (Removal from Association)

Rule 42 / Rule 37 (Temporary confinement)

Immigration Removal Centre

1	Centre Name:
2	Log Number:

3	Last Name	
4	Forename (s)	
5	Date of Birth	
6	Home Office ref:	
7	Port ref:	
8	Atlas ref:	

Language/Comprehension of English				
10	English – Ability to speak/understand	Good	Some	None
11	First Language			
12	Interpreter required	Yes / No		

Member of staff opening form		
13	Name (print)	
14	Signature	
15	Company/Organisation	
16	Date form opened	
17	Time	

Completing the form

This form must be used to record the justification for the decisions made and the details of all interactions with a detained individual who has been located under temporary confinement (Rule 42) or removed from association (Rule 40) and any escalation/de-escalation between the two that results in the detained individual being separated on a consecutive basis, i.e. without first returning to normal association.

If a detained individual moves between removal from association and temporary confinement without first returning to normal association this Annex A must continue to be used (it records the date of initial removal from normal association) but with a separate Annex B completed for each escalation/de-escalation. Annexes C – F must be completed as appropriate.

If a detained individual returns to normal association and subsequently relocates under Rule 40 or 42, a new Annex A must be opened.

All applicable sections must be fully completed.

Each page/sheet must be dated.

Section numbers correspond with “recording points” in the DSO.	
Sections	Purpose/use
Annex B – Justification and Authorisation	To be completed as soon as a detained individual is relocated under Rule 40/42 or Rule 35/37 (in STHFs). This form includes the justification and authorisation for use of Rule 40/42 and Rule 35/37 (in STHFs) and it records the notification to required parties. A new Annex B must be completed each time a detained individual moves between Rule 40 and 42 without returning to normal association.
Annex C - Daily Activity Record and Monitoring Form	This is to be completed by the supplier manager and duty officers and is used to record all interactions/ observations to include: any changes in the agreed regime, any disruptive or escalated behaviour, comments or dialogue of significance.
Annex D - Daily Visitors Record	This is to record all interactions/comments/observations during the visits completed by the HOIE Manager, Healthcare, Chaplaincy and IMB.
Annex E - Multidisciplinary Review	This is conducted daily and records regime access and the rationale for continuing or closing Rule 40/42 or Rule 35/37 (in STHFs)
Annex F - Care/Re- integration Plan	This is to be completed when the detained individual is returned to normal association from other Rule 40 or 42.