

SCHEDULE D
Operational Specification

8. WELFARE AND FACILITIES

REQUIREMENT	THE CONTRACTOR'S UNDERTAKING/PROPOSALS	CONTRACTOR'S AUDIT PROPOSAL
8.1 CLOTHING		
<p><i>A Detainee may wear their own clothing or have supplied to them from outside, clothing which is suitable and clean. When a Detainee has no clothing of their own at the time of discharge or insufficient whilst in the Removal Centre the Contractor must provide them with suitable and adequate clothing, taking account the time of the year. (The Contractor should not rely on charitable donations to provide clothing for a Detainee).</i></p> <p><i>The Contractor shall:</i></p>	<p>Detainees will be able to wear their own clothing or where necessary, will be supplied by GSL with clothing that is suitable, clean and appropriate for the time of year.</p> <p><i>The Contractor will not rely on charitable donations to provide clothing for a Detainee.</i></p> <p>Outer clothing left at the Centre by other Detainees that is still in good condition, will be laundered and re-issued.</p>	
<p>8.1.1 Provide a Detainee with a reasonable choice of clothing that is clean, in good repair and well fitting. Such clothing must not carry markings or logos that are inappropriate. Socks and underwear must be new;</p>	<p>GSL will make provision for a reasonable choice of clothing that is clean, in good repair and well fitting, which does not carry markings or logos that are inappropriate.</p> <p>GSL confirms that all socks and underwear will be new.</p> <p>GSL will provide the following in a choice of appropriate sizes:</p> <ul style="list-style-type: none"> * Trousers. * Jeans. * Jogging bottoms. * Sweat shirts. * T-shirts. * Coats appropriate for the time of year. 	<p>Detainee Information System. Clothing Stocks Monitored by Duty Team Leaders</p> <p>Contract Compliance Manager will include within routine audit inspection.</p>

8.1.2 Provide a Detainee with appropriate clothing, for specific activities at the Removal Centre such as sports kit or any required protective clothing;	<p>Suitable clothing such as shorts, sports shirts, and trainers will be provided for sports activities. Sufficient stocks in all sizes will be held to accommodate the needs of Detainees, and will be issued on request.</p> <p>Sports shoes will be sanitized after use.</p> <p>Suitable Protective clothing or equipment will be available for those Detainees participating in paid work within the centre. This will be sanitized after use to allow reissue.</p>	DIS Systems Monitored by Duty Team Leaders Contract Compliance Manager will include within routine audit inspection.
8.1.3 Ensure that a Detainee are not made to wear distinctive clothing to deter escape, absconding, or as a punishment;	GSL confirms that a Detainee will not be made to wear distinctive clothing to deter escape or absconding or as a punishment.	Monitored by Duty Team Leaders, and Functional Managers
8.1.4 Ensure that the clothing list and dress code takes account of a Detainee's religious and cultural needs.	<p>GSL will procure, maintain and have available a sufficient stock of clothing in a variety of sizes, to take into account the religious and/or cultural needs of Detainees.</p> <p>The clothing list and dress code will be seen and agreed by the Race, Faith & Cultural Committee, to take account of religious and cultural needs. Agreement will also be sought in assessing the special clothing needs of any Detainee during their stay at Brook House.</p>	Monitored by Duty Team Leaders and Functional Managers.
8.2 HYGIENE		
<p>The Contractor shall ensure that a Detainee is provided with living conditions that are hygienic and at least equivalent to those in the community.</p> <p>The Contractor shall ensure that arrangements are in place for ensuring that a Detainee has access to:</p>	<p>GSL will ensure that Detainees are provided with living conditions that are hygienic and at least equivalent to those found in community accommodation facilities.</p> <p>Detainees will be encouraged to have proper regard for their own personal hygiene and the interests of others in the community of Brook House.</p> <p>GSL will ensure that the availability of showers, washing machines and tumble dryers will be sufficient for Detainees' needs.</p>	
8.2.1 A shower and hot water each day;	Showers are located on each living unit and will be available on a daily basis to Detainees during the hours when they are out of	Fabric checks and records

	checks will be subject to the procedures as set out above. Cleaning staff will be instructed to dispose of any perishable waste items left in an exposed position outside a Detainee's room.	
8.2.8 Systems which are compliant with all relevant legislation relating to basic standards of hygiene.	<p>GSL will ensure compliance with all relevant legislation relating to basic standards of hygiene and will obtain advice from the following sources:</p> <ul style="list-style-type: none"> * The GSL Head of Health and Safety. * The Health and Safety Manager for GSL's Offender Management and Immigration Services. * The Health and Safety Executive. * The local Authority Environmental Health Officer. * Healthcare Manager, including information on healthy lifestyles and other health promotion issues related to hygiene. * Catering Manager. * HM Prison Service Catering Adviser. * Local Council waste disposal officer. * Local Water Board. * COSHH Regulations. <p>The GSL Divisional Health and Safety Manager and the Environmental Health Officer will be invited to carry out regular inspections of the premises to give advice and ensure continued adherence to all relevant legislation relating to basic standards of hygiene.</p> <p>GSL staff will adhere to COSHH, Hygiene and Food Safety Regulations and storage.</p>	<p>Contract Compliance Manager will include within routine audit inspection</p> <p>Records of Inspection.</p>
8.3 ACTIVITIES		
<i>The Contractor shall encourage and provide a Detainee with an opportunity to participate in</i>	GSL will submit detailed procedures for regime activities to be provided in the IRC to the Authority for approval 2 months before	

<p><i>activities which will be part of a regime designed to provide for their recreational and intellectual needs and the relief of boredom and which reflect the age, gender, cultural and ethnic needs of a diverse population.</i></p> <p><i>The Contractor shall ensure that:</i></p>	<p>the Commencement Date.</p> <p>The Contractor will provide Detainees with an opportunity to participate in a wide range of activities to provide for their recreational and intellectual needs, the relief of boredom and to support the development of life skills.</p> <p>The regime will reflect the age, culture and ethnic needs of a diverse population. It will include structured sessions of staff-led recreational activities, competitions, and events, to encourage Detainees to take some responsibility for organising their activities.</p> <p>Daytime activities will include access to the internet, with greater access granted to Detainees on the advanced level of facilities.</p> <p>Take-up of activities will be monitored and the results will be used to make informed decisions about the range, type and balance of provision offered.</p> <p>GSL is committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or natural origins, gender, marital status, sexual orientation, disability or age.</p> <p>The numbers participating in activities will be recorded, and data produced for analysis so that all groups in the Centre are fully represented, together with the total number of activity hours delivered, which will be used to evaluate and improve our service.</p>	
<p><i>8.3.1 A Detainee will have access to activities, under proper supervision that ensures safety and good order;</i></p>	<p>GSL will ensure that Detainees have access to the range of regime activities under proper supervision to ensure that safety and good order is maintained.</p> <p>Trained Sports and Games staff will be assigned to supervise Unit based team games and/or to take groups of Detainees into the small Gym areas for suitable activities. Detainees will have access to the Gym and other various activity areas during their daily scheduled activity time.</p>	<p>Contract Compliance Manager will include within routine audit inspection.</p> <p>Monitored by Duty Team Leaders, Functional Managers Contract Compliance Manager will include within routine audit inspection. Staff Training Records</p>

	<p>Each unit will also have pool tables, table tennis table, computer games and board games.</p> <p>Detainees will be encouraged by all staff to participate in the various activities, and will include competitions and prizes.</p> <p>All living unit staff will have a level of training in delivery of the activities they will deliver. In addition, paid Detainee orderlies will assist in the organisation and running of Unit activities.</p> <p>Where an activity proves highly popular and demand is likely to exceed place availability, GSL will:</p> <ul style="list-style-type: none"> * Make every effort to repeat the activity at an alternative time. * Offer an alternative activity. * Create a structured attendance system through class lists and individual timetables. * Ensure a safe environment free from bullying and intimidation. <p>Detainees will be able to access activities under proper supervision that ensures safety and good order. Detainees will have equal access to all activities within the centre. The daily activities list will be published on the individual unit notice boards along with that unit's scheduled access times to the core regimes areas. Detainees can then put their names down on the list for the various sport and regime activities.</p>	<p>A weekly schedule of activities and attendance records.</p>
<p>8.3.2<i>There is a range of education, recreation and PE activities for Detainees;</i></p>	<p>GSL will provide an appropriately supervised regime programme, including leisure and recreational activities, to reflect the age, culture, and ethnic needs of the Detainee population at Brook House.</p> <p>Programmes will be designed to appeal to a wide range of tastes in creativity, fitness, sport and leisure. Facilitators will be available at published times to deliver a wide range of subjects including IT, art & crafts, internet provision, library access, team and individual games. Our experience at other Centres confirms</p>	<p>Activity Weekly Advertised Programme</p> <p>Attendance records of each Activity Detainee Committee minutes</p>

	GSL will undertake annual health and safety audits to establish levels of compliance with existing legislation and internal standards such as those laid down in the company's health and safety policies and procedures.	Health and Safety Executive, environmental health officers and the authority's health and safety representative.
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	<p>operational and non-operational staff will receive training in the ACDT Foundation Course. Designated Managers will undertake the Case Managers' course., All of the residential management team and other key managers who may be appointed as Case Managers will attend. A selected, multi disciplinary group of staff will attend the Assessors' Course.</p> <p>Brook House will establish a multi-disciplinary ACDT Committee whose responsibility will be to oversee and co-ordinate all open ACDT Plans, undertake reviews and CAREMAPS relating to those Detainees who have self-harmed, have a propensity for self-harm or have been identified as having such indication. It will also be responsible for ensuring information is correctly communicated throughout the Centre and with the individual Detainees.</p> <p>GSL will be responsible for ensuring that sufficient numbers of Emergency First Aid kits are accessible to fully trained First-Aid staff, (including all DCOs) throughout the Centre. GSL will also ensure that all staff are trained in suicide awareness, and how to recognise 'at risk' behaviour.</p> <p>GSL undertakes to make every effort to utilise the services of the Samaritans as part of our duty of care. We will ensure that Samaritans.</p>	<p>Staff Training Records; Training Records.</p> <p>Records of correspondence with Samaritans. Minutes of meetings</p>
14.1.2 Operate and manage an anti-self harm strategy;	GSL will operate and manage an anti-self harm strategy the primary remit of which is encapsulated within the ACDT policies and procedures.	<p>Audit of anti-self-harm policies and procedures. Training records. ACDT/Detainee Welfare Committee meetings</p>
14.1.3 Operate and manage an anti-bullying strategy that provides support to victims and requires bullies to address their anti-social behaviour;	<p>GSL will implement and manage an anti-bullying strategy, providing support to victims, and requiring bullies to address their anti-social behaviour.</p> <p>Records of incidents of bullying and anti-bullying initiatives will be made available to the Authority to identify areas of concern within the Centre and to initiate action. The Bullying Incident Record Log will hold information regarding case reviews, SIRs submitted and the extent to which the perpetrator has addressed his anti-social behaviour.</p>	<p>Induction Package Bullying Incident Record Log. Records of outcomes. Training Records. Bullying Incident Record Log. Minutes of meetings. Minutes of meeting</p>