



DELEGATES WORK BOOK

Introduction

The Aims and Learning Objectives of the New Members Course are intended to be achieved through the sessions you will complete during this training course in conjunction with the e-learning you have done prior to attending.

Whilst undertaking your pre-course work you will have completed modules on **Credibility & Relationships** and **Equality & Diversity**. There will be no specific sessions on these modules during this part of the course as both are intrinsic to the work we do as IMB members and will be dealt with throughout the course. However, just a few words about each to remind us of their importance.

Credibility & Relationships

As IMB members we are reliant on staff to aid us in our dual purpose of monitoring and of answering specific applications from prisoners/detainees. We are required to tread a fine line between maintaining cordial, but not overfriendly, relationships with staff of all grades. Prisoners/detainees must see us showing our independence by our behaviour.

To gain and maintain credibility we suggest that you:

Remember

It is not for the Board to run the establishment, but to monitor how the establishment runs!

Equality & Diversity

In September 2017 the Lammy Review was published the review primarily focused on BAME individuals within the Criminal Justice System a few highlights from that review. Full report available at:
<https://www.gov.uk/government/publications/lammy-review-final-report>

BAME men and women make up 14% of the England & Wales population but **25%** of the prison population

40% of young people in custody are BAME

If the prison population reflected the make-up of the country in terms of proportions there would be 9000 less people in prison

The disproportionality of black people in prison here is **GREATER** than in the United States,

However issues of equality & diversity do not only relate to people from the BAME population within prison but also to those with one of the other nine protected characteristics in prisons and in Immigration Removal Centres (IRC).

During our monitoring we should consider that prisoners/detainees may not only be directly discriminated against but may be the subject of indirect discrimination e.g. in your e-learning you met Frank who was in a wheelchair and could not attend collective worship, harassment or victimisation within the establishment all of which are prohibited in The Equality Act if related to one or more of the protected characteristics

The IMB Equality & Diversity statement covers the recruitment and treatment of IMB members as well as prisoners/detainees

IMBs will not discriminate directly or indirectly against anyone with protected characteristics in recruitment, in the treatment of members, and in the way they monitor the treatment of people in custody. Protected characteristics are disability, gender reassignment, pregnancy and maternity, race including ethnic or national origin and nationality, religion or belief, age marriage and civil partnership, sex and sexual orientation.

As IMB members we should consider what our own prejudices and preconceived opinions are and how do we, as individuals, put those aside in our role and avoid discriminating against prisoners/detainees, staff or our fellow members.

Further information on the Equality Act 2010 and the Public Sector Equality Duty is found in The Equality Handbook which you will receive during this course.

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Rota Visits

Aim

The aim of this session is to:

- learn the key areas that must be visited and how visits can be made most effective using records, recording and the National Monitoring Framework

Learning Objectives

By the end of this session you will have learnt to:

- identify the key principles in conducting a rota visit
- use the National Monitoring Framework to refer to the 7 areas that may be monitored
- suggest areas of monitoring that may be allocated as 'special interest' areas
- list the reasons why it is essential to record Rota Visits
- identify the key principles of the IMB Information Assurance policy

Follow Up Action

1. Undertake Information Assurance training
2. Register to use the Quantum / P-Nomis systems
3. Familiarise yourself with the key principles of CJSM
4. Familiarise yourself with key staff members and SMT
5. Familiarise yourself with the main responsibilities of departments or individuals within the prison

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Complaints & Applications

Aims

The aims of this session are to:

- learn the stages and processes within an establishment complaint system
- learn ways in which IMBs can respond to and record applications most effectively

Learning Objectives

By the end of this session you will have learnt to:

- identify the stages of the establishment complaints system
- identify the ways available to prisoners/detainees to make applications to the IMB
- identify what is required in a robust recording system

Follow Up Action

1. Find out who your complaints Clerk is
2. Has your Board agreed the process for receiving applications and dealing with Confidential Access applications?
3. If so have you read it?

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Segregation Module, including Adjudications

Aims

The aims of this session are to:

- learn the reasons for and processes involved in segregation or removal from association and the role of the IMB in monitoring these effectively
- learn and understand the adjudication processes in prisons

Learning Objectives

By the end of this session you will have learnt to:

- identify the reasons why a prisoner/detainee might be segregated
- identify the correct processes involved in each type of situation and the relevant IMB monitoring obligations
- identify and explain the adjudication process, differentiating between internal and external contexts

Follow Up Action

1. Do you know about the issues which commonly arise in the unit you monitor? Is your board using the Monitoring Framework as a structure for its monitoring?
2. Do you always manage to get prisoners unlocked? If not, what can you do about it?
3. Experience builds confidence – can you recognise both good Segregation practice and good monitoring practice?

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Serious Incidents

Aim

The aim of this session is to:

- learn the possible causes and command levels of a serious incident and the IMB's role in effectively monitoring this

Learning Objectives

By the end of this session you will have learnt to:

- identify what constitutes a serious incident
- name the three different tiers of command and identify their role in the incident
- list the key contents of the IMB Serious Incident Box
- identify the key aspects of the IMB's role in a Serious Incident and also following the incident

Follow Up Action

1. Do you know / have seen your Contingency Plan?
Is it discussed and update by your Board Annually?
2. Do you know where your Command Suite is situated?
Have you been able to visit it? Take part in a Desk Top Exercise?
3. Do you know where your Incident Box is?
 - a. Is it accessible?
 - b. Up to date?
 - c. Is there more than one?

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