



**Detainee Custody Officer**

**Certification Course**

# **Bedwatch**

**Students Handout**

Skills for Justice: AA1, FD1, FD2, CK3, CK5, FE1 & FE2.

Training Department

Revised 03.04.2013

UNCONTROLLED

## General Instructions for Bed-Watch Officers

Within the bounds of these instructions, Officers undertaking bed-watches should cooperate as fully as possible with hospital staff. The need for cooperation by all parties is self-evident and as representatives of both G4S and the UKBA, it is essential that every effort be made to promote good relationships and understanding.

Bed-watch staff must never lose sight of the fact that their first duty, is to ensure that any detainee in their charge, does not escape. At the same time staff must ensure that they do not impede medical treatment in any way.

Hospitalisation of a detainee who remains mobile, will present possibly the most likely, to take the opportunity to escape.

Staff should be alert and on their guard at all times.

Staff should ask on arrival if a side ward or private room is available.

*Remember, feigned illness is a common method of engineering an escape attempt.*

Immediately on arrival, bed-watch staff must familiarise themselves with the layout of the ward and surrounding area. All exits, windows etc should be located and noted. Toilets/bathrooms should be security checked. If an unacceptable security risk is identified, the Control Room must be contacted and made aware of the situation immediately.

When a detainee has undressed at the hospital, his/her clothes should be bagged and tagged in a plastic bag and retained by the escorting Officers. Clothes should not be returned to the detainee until immediately prior to discharge from hospital.

The normal rules for use of mechanical restraints apply, they will not under normal circumstances be used.

In extreme cases the officer I/C of the bed-watch has the authority to use handcuffs if their use can be justified.

Under **NO CIRCUMSTANCES** will a detainee be handcuffed to a bed or other object? If any restraint is required, detainees may only be handcuffed to an Officer.

If possible, staff should talk to the detainee and form a relationship. This will help to assess any change of mood, nervousness, excitement, apprehension etc., which could possibly indicate an escape attempt, other breach of security or some other unauthorised occurrence.

## **Commencement of Bed-Watch**

At the commencement of a Bed-Watch, the Officer in charge should:

1. Ensure that the Escort has a copy of Bed watch Duty.
2. Bed watch Log (Bed watch continuation), sheet must be completed and kept up to date.
3. The detainee's record, IS91 and any other security information should accompany the escort. (Staff should make themselves aware of this information)
4. Check the contents of the Bed-Watch bag against the inventory.
6. The Escort must contact Brook House, Tinsley House on arrival in the ward, whenever there is urgent information to pass and at each change of duty staff. (If using the mobile telephone, it may be necessary for one Officer to leave the building, to make the call. If possible, try to gain access to a landline telephone in or near the ward)

## **Handovers and Changes of Staff**

The Bed Watch Log Form should record in chronological order:

- Names of staff on duty
- Start and finishing times of staff coming on and going off duty
- Details of all occasions the detainee leaves his/her bed
- Comments on the detainee's behaviour
- Any and all meals/drinks offered, accepted, eaten or refused
- Names, relationship and addresses of visitors
- Times and dates of visits
- Times and dates of visiting Team Leader
- Visits and comments made by Medical Staff
- Letters/parcels received (parcels must be opened under supervision of staff)
- Any other occurrence of note

When handing over to oncoming staff the Duty Officer in charge will brief the oncoming I/C. After reading the log, both members of staff will sign at the takeover point. Before taking over, the oncoming staff should check the contents of the Bed-Watch bag, ensure they are familiar with the ward and immediate area and carry out a security check of the toilet/bathrooms etc.

Form Bed watch Duty must also be completed at each changeover of staff.

## **Visits**

- Visits will be allowed whenever hospital rules permit
- Names, addresses and relationship to the detainee will be entered on the Bed-Watch log
- Social visits should be in sight and hearing of staff
- Legal or other official visits should be in sight but out of hearing (unless the detainee requests an Officer's presence)
- Visits from the press or other media will not be allowed without written permission from the UKBA
- Fruits, sweets and non-alcoholic drinks may be permitted if the hospital allows. (These items must be disposed of before the detainee returns to any place of detention)

## **Surgery**

In the event of the detainee requiring surgery, Bed-Watch staff should maintain supervision, as long as possible, before the operation and should position themselves to resume supervision as soon as practicable following the operation. (Liaise with hospital staff).

## **Professional Conduct**

Remember you should comply with all reasonable requests by hospital staff.

Be polite and respectful at all times and observe all hospital rules. Try to be as unobtrusive and cause as little disruption as possible to the normal running of the ward and the work of the hospital staff.

## **Smoking**

Rules relating to smoking in the hospital must be strictly observed.

## **Return to Detention**

As soon as Bed-watch staff receive information that the detainee may return to detention, they must contact the Control Room immediately to arrange transport. Friends or relatives of the detainee must not be informed of the detainee's return to detention until it has taken place.

## **Escape/Attempted Escape**

Give chase only if security of any remaining detainee(s) is secured.

Raise alarm.

- a. Dial 999 using nearest available phone.
- b. Inform nearest police officer or police station providing as much information as possible, including:
  - i. Detainees name
  - ii. Date of birth and age
  - iii. Descriptions, including height, build, clothing worn etc.
  - iv. Place last seen and any direction of travel
  - v. Details of any outside assistance aiding escape
  - vi. Any other information regarding use of force, weapons etc.
  - vii. Hand the escape pack to the Police
- c. Inform Control Room giving as much information as possible i.e.
  - i. Location and time of escape
  - ii. Details of detainee(s) involved
  - iii. Location and any changed telephone number of escorting staff
  - iv. Details of police force/police station informed
  - v. Details of any injury to staff and/or detainee(s)
  - vi. Details of any outside assistance aiding escape
  - vii. Any other information regarding use of force, weapons etc.

Remain at the location and await further instructions.