

INDEPENDENT CUSTODY VISITING PANEL – 26 JULY 2010

RECRUITMENT CAMPAIGN AND TRAINING

REPORT BY THE SCHEME ADMINISTRATOR

PURPOSE OF THE REPORT

To advise the Panel of the outcome of the recent recruitment campaign and plans for training.

1. INTRODUCTION

- 1.1 Visitors will be aware that the Authority embarked on a recruitment campaign recently which saw the receipt of 29 completed applications and the appointment of 6 applicants this year and 7 applicants held on a reserve list and ready to be appointed when vacancies are available.

2. TRAINING OF NEW RECRUITS

- 2.1 The new recruits received induction training on Saturday 17 July delivered by the Independent Custody Visiting Association (ICVA). The continuing training programme will be delivered by those visitors who will be conducting visits with the new recruits over the coming weeks. With that in mind, I have produced a short Aide Memoire at appendix A to assist visitors with the training process.
- 2.2 This is not an exhaustive list and you may find other areas for discussion during visits. I would be pleased to receive any comments that would assist in the development of the training checklist.

3. FEEDBACK FORMS

- 3.1 Feedback forms will be sent to those visitors involved in the training process. If these could be completed and returned as quickly as possible that would be appreciated.

Yvonne Fenwick
Scheme Administrator

Any members' queries to Yvonne Fenwick on (01202 or 01305) 223966

INDEPENDENT CUSTODY VISITING TRAINING CHECKLIST

1.	Meeting Up Please remember to be specific about where you are going to meet. Maps to all locations will be provided to the trainees. During your discussion remember to include details on the location such as: <ul style="list-style-type: none">- Weymouth – Turn right as you enter site, park on the right.- Bournemouth – Use the public car park on Madeira Road- Poole – Meet at another location away from the site and drive in together Remind trainee NEVER go in without your partner.
2.	Visit Procedure Discuss with the trainee how the visit is going to be conducted before entering the station. Explain mechanism of gaining entry to the site you are visiting <ul style="list-style-type: none">- Bournemouth – waving of cue card- Poole – using solicitors' entrance Is the trainer going to take the lead on every visit or would the trainee like to consider taking the lead after being shown a couple of times? Confidence varies from person to person, some may wish to wait, others may wish to go jump in head first.
3.	Introduction Talk the trainee through the information required from the custody officer about who is in custody. <ul style="list-style-type: none">- Juveniles- Females- Vulnerable detainees- Categories of detainees- Who is unavailable due to interviewing or other processes- Those detainees you are advised against seeing and whether it would be appropriate to conduct the interview through the hatch instead – remembering to stand an arms length away

<p>4.</p>	<p>Visits</p> <p>Encourage the trainee to use the standard introduction as written, which is far easier than them trying to remember what to say. Highlight the three most important questions to focus on are the 3 rights.</p> <ol style="list-style-type: none"> 1. The detainee has the right to have someone informed of their whereabouts 2. The detainee has the right to legal advice free of charge 3. The detainee has the right to a copy of the Codes of Practice <p>Have they been read those rights? Did they wish to exercise those rights? If yes, have they been provided or have they been informed of position? If no, do they wish to exercise any of those rights now?</p> <p>Remind trainee to check custody log, if permission granted of course, to see if what is claimed by the detainee is recorded.</p>
<p>5.</p>	<p>Inspection</p> <p>Explain to the trainee that part of the visit includes inspection of the following areas:</p> <ul style="list-style-type: none"> - Empty cells – ready to accept a detainee? Clear of rubbish and clean, free of graffiti, bedding clean and intact, cell call bell working, toilets flushes working? - Stores – adequate stocks of blankets, clothing? - Food preparation area – clean and tidy, food/drink in date? - Medical room – clean and tidy? - Showers and toilets – clean and tidy?
<p>6.</p>	<p>Custody logs</p> <p>Explain to the trainee that ICVs can only look at the custody logs of those people who have granted permission or are deemed to be incapable of giving consent. ICV Scheme gives greater detail.</p> <p>Explain what it is you are looking for in the logs:</p> <ul style="list-style-type: none"> - Entitlements under PACE given and signed for - Medication, injuries, medical examinations, meals are recorded - Any special risks or vulnerabilities have been recorded - Timing and frequency of cell inspections - Timing of reviews of the continuing need for detention - Does the record reflect any claims the detainee has made

<p>7.</p>	<p>Report Form</p> <p>Talk the trainee through the report form. Explain how important it is that the information is recorded fully and accurately. If there are any issues that have been raised that you feel need to be discussed at the panel meeting make sure it is highlighted with an asterisk.</p> <p>Explain process for sending the report in to the Scheme Administrator as quickly as possible.</p>
<p>8.</p>	<p>Discussion and Sign Off</p> <p>Talk the trainee through the final part of the report completion where the custody officer is given the opportunity to respond to any issues raised, either by the detainee or by the ICV, and that response recorded on the form. It is acceptable for the custody officer to make a written response on the form or for the ICV to write their response.</p> <p>The ICVs and the custody officer then both sign the form.</p>
<p>9.</p>	<p>Conclusion</p> <p>Once the visit is over, talk about how it went, did any of the visits make the trainee feel uncomfortable, were they concerned about anything, is there part of the process they would like explained further?</p>
<p>10.</p>	<p>Feedback</p> <p>Don't forget to complete and send the feedback form for that particular visit back to the Scheme Administrator.</p>