



# GUERNSEY PRISON

Annual Report 2016

## VISION

We ensure public protection and commit to reduce re-offending

## MISSION

We provide a safe and secure environment that enables prisoners to address the causes of offending behaviour and provide them with values, skills and experience to take a positive role in the community upon release

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## GOVERNORS FOREWORD

2016 was another successful year for Guernsey Prison. The prison population continued its downward trend, the highest roll was 103 and the lowest was 79; the average roll was 89. I welcome the trend which shows that criminal justice agencies and other departments are working well together and are making a difference in reducing reoffending.

I believe there is more that can be done to reduce the numbers of offenders coming to prison and in particular I would like to see the numbers of short term prisoners reduced with more alternatives to custody developed such as Home Detention Curfew (HDC). The Committee for Home Affairs will explore the options around electronic tagging in 2017.

The Prison Charity Creative Learning in Prison (CLIP) continues to develop and is successfully generating income, which is used to fund a range of creative activities for prisoners. Prisoners are engaged in activities such as making planters or restoring furniture. These work strands are carried out for the benefit of the community, charitable organisations or for sale. All donations for this work are reinvested to CLIP activities.

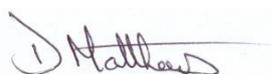
Horticulture at the prison was given a boost when an opportunity to erect another glasshouse presented itself. This was due for demolition and scrapping and was offered to the prison free of charge. A combination of this donation and capital funding from the Committee for Home Affairs meant the glasshouse could be professionally rebuilt at the prison. This means prisoners will be able to continue to work in horticulture towards qualifications and at the same time provide fruit and vegetables for the prison kitchen.

I was very pleased with the performance of the prison education centre with an average of 70% of prisoners engaging in some form of learning, education or training. In terms of qualifications a total of 69 prisoners have completed courses leading to 154 qualifications, certificates and/or awards.

The prison continued improvements to its infrastructure by installing new heating boilers with Combined Heat and Power units which will deliver efficiencies in utility bills for next year.

In addition work on a new female wing was started; this has been created from disused accommodation and provides discrete female accommodation away from the male population.

Electronic locking was installed in key areas around the prison and further security improvements were agreed with the Committee for Home Affairs. This work will commence in February 2017.



David Matthews  
**Prison Governor**

## PROGRESS AGAINST BUSINESS PLANNING PRIORITIES SET FOR 2016

### Review of Physical Security

The main objective that came from the review of Physical Security at the prison in 2014 was to work with the States Capital Portfolio team to secure funding to upgrade the prison perimeter. The Committee for Home Affairs approved the necessary technological upgrades for this project. Following a tender exercise for the specification; a contractor has been selected to carry out the necessary work which will commence in February 2017; expected completion will be in June 2017.

### Female Accommodation

In 2014 Her Majesty's Inspectorate of Prisons (HMIP) reported that:

*"The lack of discrete accommodation for women meant that their needs were inevitably subordinated to those of the majority".*

A working party was set up to address the recommendation which consisted of uniformed and non-uniformed staff with female prisoners. The working group identified the upper segregation area and a small wing as ideally suited to be developed into a new female wing. The areas were unused and no longer fit for purpose; removing redundant rooms opened up the new wing and introduced natural light which will provide a discrete facility for the female population. The new wing consists of four single cells and one double, communal kitchen, showers and association room. The new accommodation will also make best use of an existing external exercise area.

Kitchen area existing:



Kitchen area proposed:



### Replacement Greenhouse on Horticulture Site

One of the two existing prison greenhouses was at the end of its useful life and was becoming expensive in terms of annual repairs and increasingly dangerous to users. The greenhouses are vital to the prison as the area provides employment and vocational training for up to 18 prisoners of all categories. Three prisoners were employed in the horticulture industry following release.

The prison could not afford to dispense with the old greenhouse as it is used to supplement the costs of running the prison kitchen. The produce grown on the horticultural site greatly enhances the variety and quality of the food available for prisoners whilst significantly reducing the cost of catering.

An opportunity arose when an on island greenhouse which was due to be demolished and scrapped was offered to the prison at no cost. Obtaining the greenhouse from the community ensured costs were kept to a minimum. A local specialist was able to erect the new greenhouse in twelve weeks with significant help from staff and prisoners.



### Records Management

During 2016 administration processes within the prison have been reviewed and improved. All documents have been revised to ensure they are relevant and formatted according to recent States directives. At the beginning of the year there were fifteen electronic drives on the prison server. These have been methodically revisited with relevant and up to date information saved into one new drive, which has five main folders within it. Documents are now easy to find, permissions are tightly controlled, data protection laws adhered to and version control means retention periods can be effectively followed.

In addition the main administration office has taken the opportunity to scan all prisoner and personnel files into the electronic database to ensure that data protection is managed and that the office is running more efficiently and securely.

### Approval to commission on Island Prison Officer training

The prison has developed a training syllabus for new recruits that can be delivered on-island from within the prison. Candidates undertake 50% of their Scottish Vocational Training (SVQ) in Custodial Care during the seven week initial training period.

The first two in house courses were considered a success for ten new recruits who were recognised in a presentation ceremony of achievement from the Bailiff, Sir Richard Collas.



All new operational staff have also attended training in minimised use of force for children, a joint initiative with Health and Social Care (HSC) as well as a commissioned course provided by Guernsey College of Further Education for working with young people.

On island training has provided an efficiency saving when compared with the costs of UK training.

### Professional Qualifications

The prison officer's professional qualification is Scottish Vocational Qualification (SVQ) in custodial care. So far, 23 candidates have been enrolled, one Senior Officer achieved the assessor's accreditation in 2016. The SVQ has been extended to existing staff which demonstrates the prison's ongoing commitment to maintaining the highest professional standards and development.

### Management qualifications

The prison now has two Governor Grade Management Development Portfolios (MDP) completed and one in progress. Additionally there are 6 staff working toward the (MDP) at first line manager level. During 2016 four staff completed CMI Diplomas; two at level 3 and two at level 5 Management and Leadership.

### Generic training

Staff have participated in various courses throughout the year. Mandatory training includes Use of Force, Fire Training and First Aid, whilst supplementary training has also been provided in Mental Health Awareness, Growth Mindset, Working with Women and generic updates on security and residential issues.

## OTHER INITIATIVES

### Release on Temporary Licence (ROTL) change in policy

The ROTL policy was subject to a major review in the final quarter of 2016 to improve the process and service. Changes included providing an External Work Party Supervisor for those prisoners undertaking work activities outside of the perimeter fence. In the longer term it is hoped that this role will enable work parties to engage in an increased number of projects in the community.

Other changes have included the potential for regular Saturday working, by way of application and necessary risk assessment, and the opportunity for family contact in the community subject to agreed qualifying period on licence.

### Body Worn Cameras

Both the UK Prison Service and local law enforcement have been using Body Worn Camera (BWC) technology with success. It has been widely evidenced that using the cameras can defuse high risk situations and present clear factual evidence. Guernsey Prison underwent a trial in 2016 using the cameras. This demonstrated the importance of keeping up to date with modern equipment and will be introduced during 2017.

## FABRIC OF THE BUILDING

### Combined Heating and Power Units

Phase 2 of an envisaged 5 phase backlog maintenance programme has begun to modernise the infrastructure of the prison. The upgrades continued during 2016 which included fitting two energy saving Combined Heat and Power Units (CHP) along with modern re-heating tanks and a new Calorifier for the administration area. A new computerised control unit was fitted and the prison renewed all heating valves to allow for better control and maximising economic use of heat levels throughout the prison.

## HEALTHCARE OVERVIEW

### Service Provision and Development

2016 continued to be a challenge to meet all expectations of Healthcare delivery.

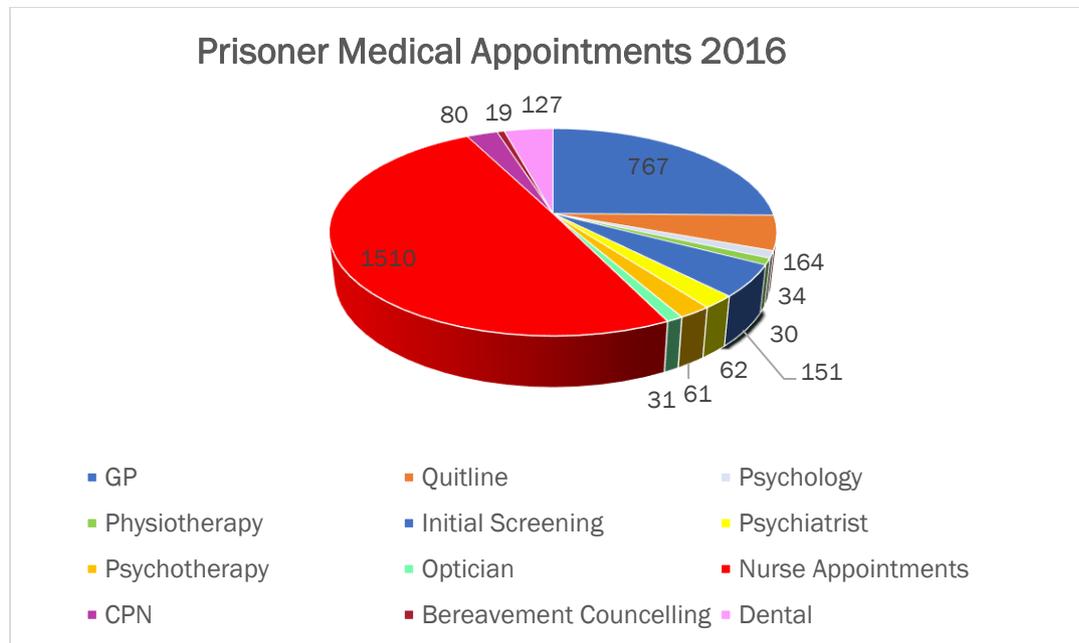
The nursing team continue to provide services equitable to those in the community. Nurse led clinics are provided daily and include, immunisation provision, well man/well women; weekly stop smoking sessions; sexual health screening, nurse 'triage'; chronic disease management; detoxification; mental health; admission and pre-release assessments.

All newly sentenced prisoners returning from court continue to be risk assessed by a Registered Nurse in Prison Healthcare, on entry into the prison. During 2016 there was an increase in new prisoners being intoxicated on reception and an increase in prisoners concealing items internally. New procedures were put in place in consultation with HSC Emergency Department and X-ray Department.

Prison Drugs and Therapeutics meetings continued bi-monthly. The prisoner in – possession medication list was extended and more prisoners were risk assessed and prescribed medication in this way.

Regular medical consultations were provided by a dedicated HSC Consultant Psychiatrist and in-reach services were provided by HSC community mental health nurses. However the psychological therapy department were unable to provide services from April 2016 due to lack of staff. Services will resume in 2017.

During 2016 there were 2975 prisoner appointments held in the Healthcare Department. The prisoners were aged between 16 and 97 years. These appointments are detailed in the table below:



### Staffing, Recruitment and Training

Nurse recruitment continued to prove difficult during 2016. At the end of 2016 the nursing team consists of one FTE band 7 Healthcare Manager, 1.5 x FTE band 6 RGN senior staff nurses and 2 x band 5 RGN staff nurses. A prison nurse bank will be developed in 2017 to assist with staffing any shortfalls. Health and Social Care budget saving initiatives have resulted in non-recruitment of the vacant Healthcare Administrative post. It is hoped this post will be re-advertised in 2017.

During 2016, all prison nurses undertook mandatory Clinical Update and Orthopaedic Workshops, provided by HSC via Institute Health Care Studies (IHSCS) tutors, individualised to the needs of Guernsey prison nurses. All newly recruited nurses were afforded the opportunity to spend a shift working in other departments within HSC to gain experience in Emergency Department, Orchard Clinic, and general medical wards. It is planned to expand these areas in 2017 to include working in acute mental health and learning disability.

### Nurses and midwife council (NMC) Revalidation

Revalidation was introduced and all registered nurses have to revalidate to ensure they stay 'registered'. All prison nurses are working towards their own revalidation. Two nurses are due to revalidate in 2017.

### GP services

The Prison GP contract continued successfully into its sixth year providing two clinics per week, along with an on-call service Monday to Friday 9 - 5 and on Saturday until midday. The

GP continued to provide a dedicated, caring service and attended the bimonthly Prison Therapeutic Committee meeting plus several clinical and strategy meetings surrounding the development of Healthcare provision.

### Quality assurance

Prison specific policies and protocols continue to be reviewed and introduced within the Healthcare department.

The Island Prescribing Advisor continued to visit the prison for two hours most weeks, to support nursing and medical staff, audit prison prescribing and move forward with policies. In addition, three randomly chosen drug administration charts were audited each month and the results fed back through the Prison Therapeutic Committee Meeting and weekly to all nurses and the GP. Medical and nursing staff were proud to achieve almost 100% on every audit throughout the year

A clinical notes audit tool completed development, based on Health Information and Quality Authority (HIQA) standards. It is aimed that regular audits commence early 2017.

Four complaints related to healthcare delivery were raised by prisoners during 2016 and were resolved, with a formal written response going to each prisoner.

### Awards and Nominations

The Prison Healthcare Department and Prison Healthcare Manager were nominated for two separate HSC awards in December 2016.

A Senior Staff Nurse was presented with a Governor's commendation for her services in saving the life of prisoner.

## LEARNING, SKILLS AND REGIMES

The learning and skills curriculum entitlement is available for all categories of prisoner i.e. adult male, females, young persons and vulnerable prisoners (VPs), ensuring equality of access and opportunity for all prisoners. The core learning curriculum is focused on the literacy, numeracy and ICT needs of the current prison population and is supplemented with art and independent living classes.

The learning programme is supported by different learning providers. Most tutors are employed through the Guernsey College of Further Education, although some are employed directly by the prison, whilst the Guernsey Adult Literacy Project (GALP) continues to support learners with specific learning needs including dyslexia.

In addition to the core curriculum, the prison also employs tutors through the Creative Learning in Prison (CLIP) charity and also engages volunteers who help with additional provision. This allows for many extra classes and courses such as yoga, rug craft, cookery, photography, music and drama workshops, religious studies and the production of the prison magazine Bang Up. This type of provision engages prisoners in class work – particularly those who would not otherwise engage in education.

The same could also be said for the art and craft classes which are hugely popular and successful. Many of the students submit entries to the annual Koestler awards which this year attracted 6,752 entries from across the UK with seven of Guernsey Prison's seventeen entries gaining awards – including one Gold, one Silver and two pieces chosen to be exhibited at London's Royal Festival Hall.

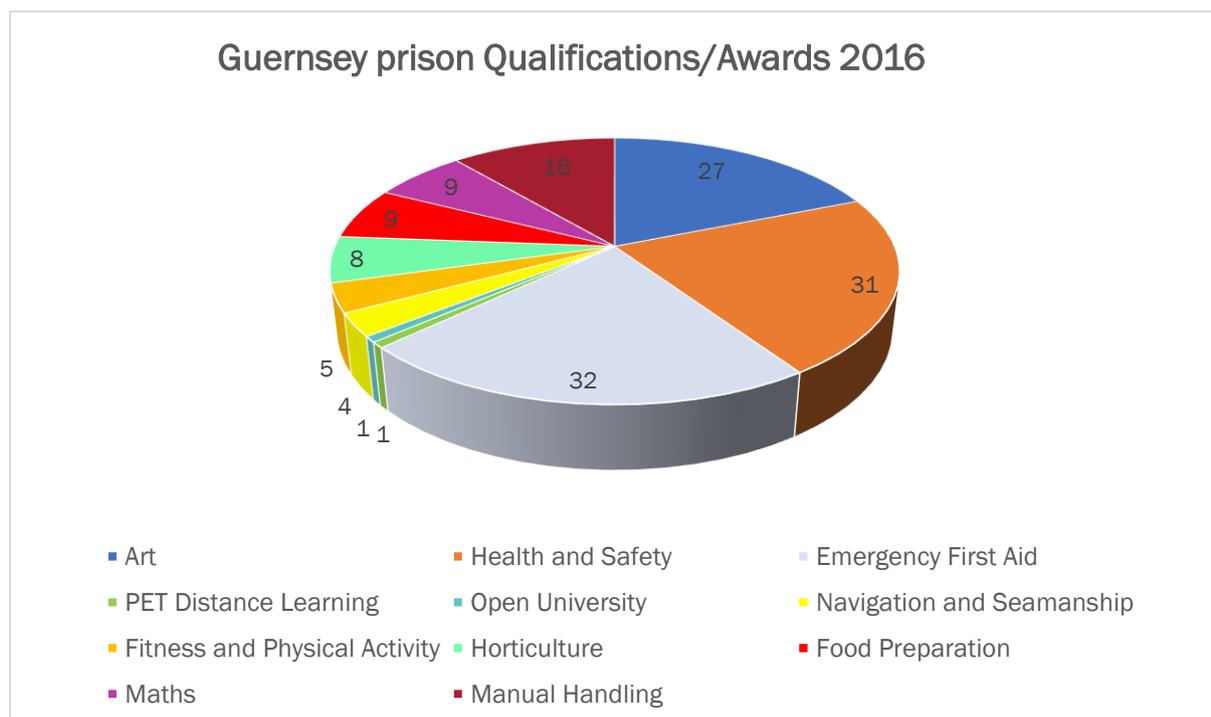
The prison is also fortunate to have support in running the library from staff at the Guille-Allés and in conjunction with them plan to introduce a new peer education reading scheme through the Shannon Trust in 2017.

There is increasing support for prisoners to undertake distance learning courses, mostly thanks to funding through the Prisoners' Education Trust. Over the past year twenty prisoners have been successful in applying for courses in a whole range of subjects including: Teaching English as a Foreign Language, Sports Nutrition, Substance Misuse and Counselling, Dog Grooming, Marine Biology & Bookkeeping; and two students have also completed modules on the way to Open University degrees.

Prisoners are also able to obtain vocational qualifications through their work and after a limited number of completed courses. The prison has recently extended the offer to provide more short courses so that prisoners serving six months or more and working in the kitchen, carpentry workshop, recycling or horticulture site will all have the opportunity to gain City & Guilds (or equivalent) qualifications, as well as anyone regularly attending the gym. The participation rate in education is also extremely encouraging with an average of approx. 70% of prisoners engaging in some form of learning, education or training during the last six months (recordings started in June 2016).

Achievements of prisoners are very impressive too. In the last year a total of 69 prisoner students have completed courses leading to 154 qualifications, certificates and/or awards.

The chart below demonstrates the breakdown of these qualifications.



## Creative Learning in Prison

The prison charity was established in 2013 to provide curriculum enrichment for creative arts and continued to be successful with several fund raising streams during 2016.

The photographs below show some of the projects the prisoners have been involved in:

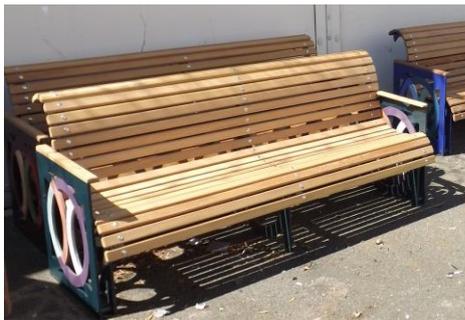
Amherst School Mud Kitchen



Church of Scotland Pews



Floral Guernsey Benches



Floral Guernsey Benches



Forest Boat



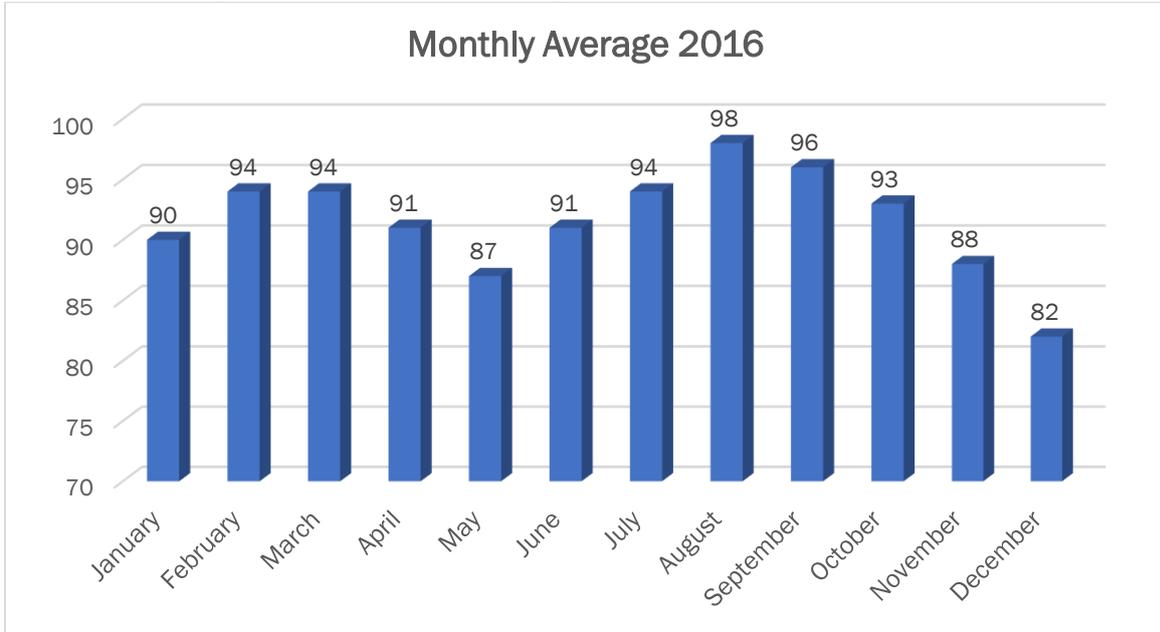
Floral Guernsey Planters



## STATISTICS

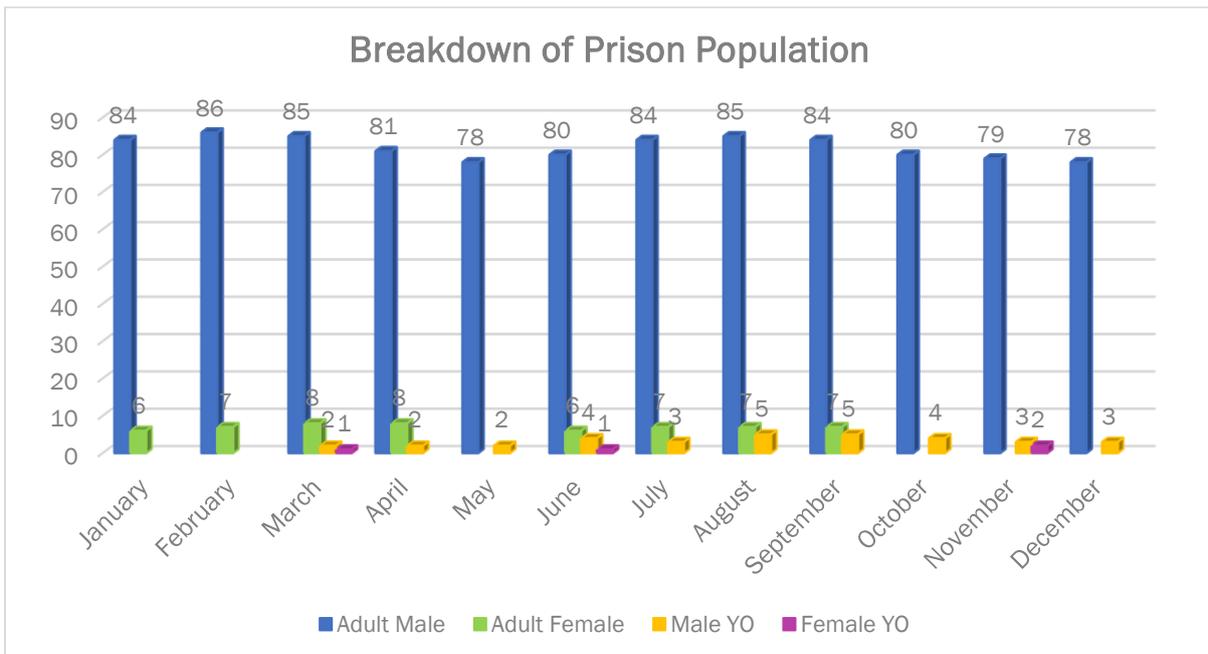
### Prison Population

The Prison’s Certified Normal Accommodation (CNA) is 130; however the Prison’s maximum operational capacity is 139. The annual average figure for 2016 was 89 with the highest number reaching 103 and the lowest being 79.



### Breakdown of Prison Population

During 2016 the breakdown of the population remained consistent. As the graph below shows, male adults were the majority of the population.



No children (ages 14 – 18) were admitted into custody in 2016.

## Use of Force

There were twenty four incidents where prisoners were physically restrained during 2016. Of these incidents eighteen were spontaneous and six were planned interventions. All were adult male prisoners except one incident which was with a female prisoner.

## Assaults

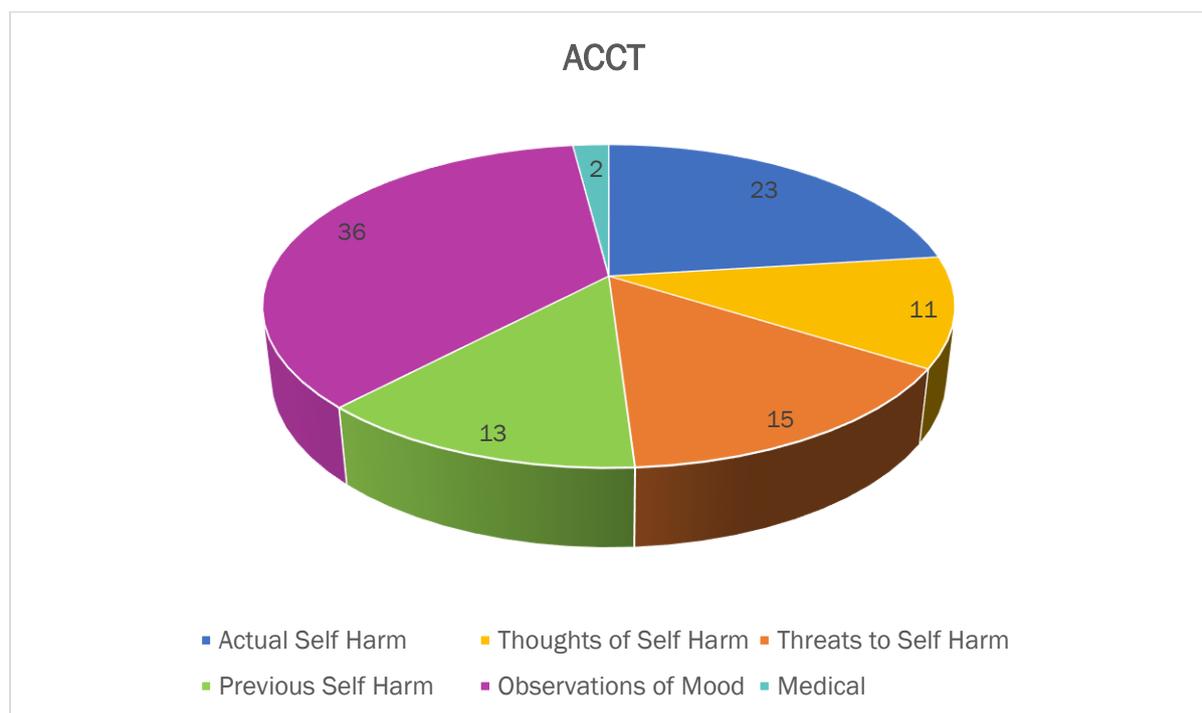
During 2016 there were twelve reported assaults, which were recorded as violence against prisoners and staff. These were isolated incidents and dealt with by way of adjudications or referral to the Police. Three were against prison staff. In addition all cases were referred to the Incentives and Earned Privileges (IEP) Board and anti-bullying panel.

## Deliberate Self-Harm

Prisoners at risk of self-harming are managed through a process known as Assessment Care in Custody and Teamwork (ACCT), which is an individualised care plan for prisoners. ACCT Assessors are trained to carry out a thorough assessment of the level of risk that a prisoner presents.

In 2016, sixty one ACCT documents were opened for prisoners for various reasons on reception or during their time in custody. These events were due to a wide range of reasons and are unique to the individual. There were fourteen cases of deliberate self-harm recorded; one of which was life threatening.

The chart below breaks down the reasons for ACCT documents opened in 2016.



There were no deaths in custody in Guernsey Prison during 2016.

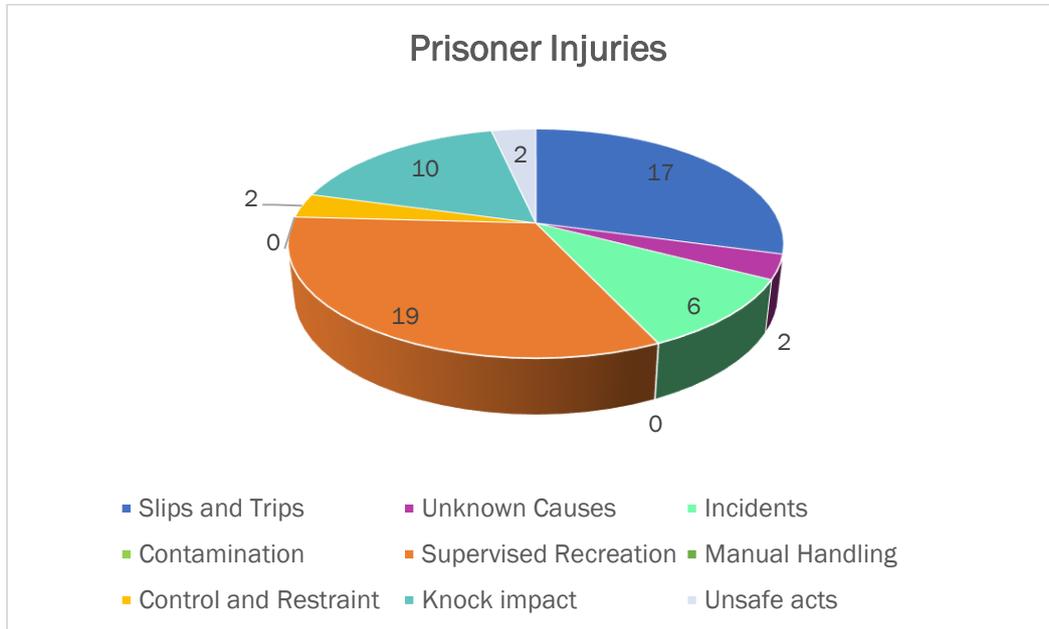
## Accident / Injuries

States of Guernsey safety initiatives are quickly adopted and put in place within the establishment which ensures the prison is fully compliant with all health and safety requirements. In-house training sessions coupled with the SVQ has led to increased awareness of health and safety issues. In turn this has led to better prisoner training

inductions raising the health and safety expectations in work areas and ensuring compliance with safe working practices.

This culture has allowed for the identification of perceived hazards that lead to actions from the H&S department to remove or reduce associated risks. This also leads to reductions in accident rates and levels of injuries across the prison.

The chart below details the accidents reported during 2016.



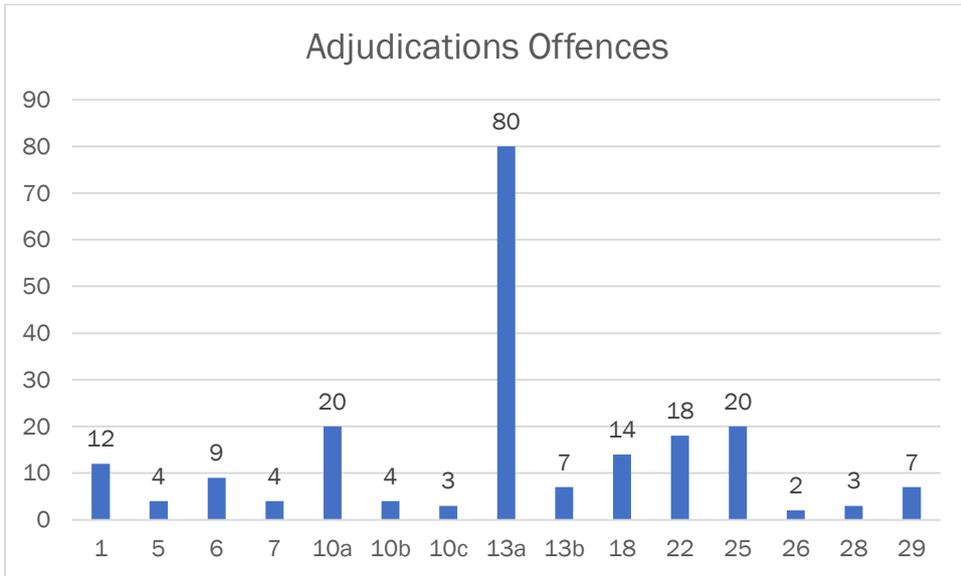
### Awards for offences against discipline

During 2016 there were a total of two hundred and seven offences against discipline committed by a total of fifty two prisoners. This is up by ninety adjudications from the previous year. However the amount of prisoners being placed on adjudication has not increased significantly. There were a minority of refractory prisoners in custody during the past year.

The most regular offences were:

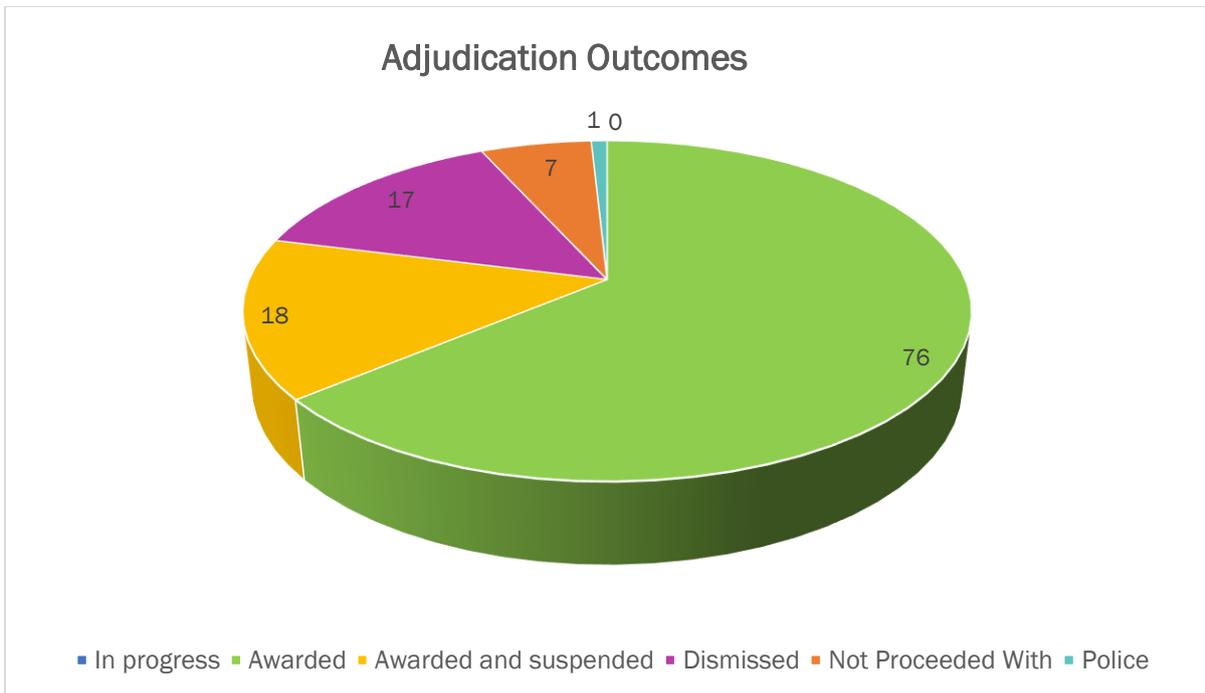
- *(13a) has in the prisoner's possession - anything the prisoner is not lawfully required or authorised to possess*
- *(25) Disobeys any lawful order*
- *(10a) is found with any substance in the prisoner's urine or breath, or other bodily matter or substance taken as a sample from the prisoner*
- *(22) uses threatening, abusive or insulting words or behaviour*

Please see appendix A for a complete breakdown of offence charges.



Of these 207 adjudications the outcomes were:

The awards were generally loss of privileges ranging from 5 days loss to 21 days loss. Loss of privileges can be Stoppage of Earnings, Loss of TV, Loss of Association, Loss of Canteen and Loss of Communal Dining. Twenty eight adjudications were referred to the independent adjudicator which resulted in seventeen being awarded loss of remission. Ten are still in progress. There were four appeals against internal adjudication awards.



## Key Performance Targets

The Guernsey Prison Service is fully committed to monitoring its performance and ensuring that its managers have access to the information they require to judge effectiveness and make informed decisions against the following objectives:

**Safety:** Prisoners, particularly the most vulnerable, are held safely

**Respect:** Prisoners are treated with respect for their human dignity

**Resettlement:** Prisoners are prepared for their release into the community and effectively helped to reduce the likelihood of reoffending

**Purposeful Activity:** Prisoners are able, and expected, to engage in activity that is likely to benefit them

The prison had a successful year managing to meet its Key Performance Targets (KPTs) under these objectives on a regular basis. Full details of the monthly statistics can be found in Appendix B.

## Appendix A



OFFENCES AGAINST  
DISCIPLINE.docx

## Appendix B



KPTs 2016.xlsx