



Ministry of
JUSTICE

National Offender
Management Service



**HM PRISON
SERVICE**

Public Sector Prisons

Information for Families HMP Full Sutton January 2011

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Assisted Prison Visits Scheme: Getting help with travel costs

If you are receiving benefits or are on a low income, you may be eligible to claim Help with travel expenses when visiting a prison from the **Assisted Prison Visits Unit (APVU)**.

Am I eligible?

You are eligible to claim if you are:

- A close relative of the person you wish to visit, ie, **wife, husband, civil partner, mother, father, son, daughter, brother or sister, adoptive/step/half brother/sister, step-child or step-parent**, or you are their **sole visitor**, ie, the **only** person who is visiting them. If you claim as a sole visitor, the APVU will confirm with the prison that the person has not been visited by anyone else in the six weeks prior to your visit.
- In receipt of **Income Support, Income-Based Job Seekers Allowance, Child Tax Credit, Working Tax Credit with a disability element or Child Tax Credit**, or hold a **Health Benefits Certificate**. You must send in your Health Benefits Certificate or tax/pension credit award notice the first time that you claim. Note: if someone else is claiming for you enter their details on the claim form.

If you are eligible it will NOT affect your usual benefits.

What if I am a prisoner's unmarried partner?

Partners who were living with the prisoner as a couple, in an established relationship immediately prior to imprisonment are eligible.

We weren't living together, but we have children together

If this is the case, you may qualify for help by acting as an escort to the child(ren). You should send in proof that the prisoner is the parent of the child(ren) with your first application form. This can include a birth certificate or medical card or child benefit award or any official letter that confirms the child's surname is the same as the prisoner's. If not, the prisoner can sign an affidavit stating that they are the child's parent. A special declaration form is available from the APVU. The prisoner should sign the declaration in the presence of a justice of the peace or magistrate or a commissioner for oaths, or a practising solicitor or a notary public. There is a possibility that one of the above may be a serving member of the prison's Independent Monitoring Board (formally Board of Visitors). The prisoner should seek advice from the wing manager.

I need help to make the visit

If you are aged under 18 or over 75 or in receipt of Disability Living Allowance or have a medical condition which makes travelling difficult you may qualify for the travel expenses of companion to be paid.

How do I claim?

The first time you claim, you will have to fill in a fairly detailed form giving information about yourself and the person you want to visit. APVU forms can be obtained from the Prisoners' Families Helpline - 0808 808 2003. They are also available at the prison, the prison visitor's centre, other prisoners' family support organisations, your local citizens' advice bureau, or ring APVU on 0121 626 2206 for a form.

You will not have to fill this form in every time you claim. APVU will send you a shorter repeat claim form with your giro cheque to use for subsequent visits.

What can I claim?

You can claim for one visit every 14 days up to a maximum of 26 a year. Claims must be made within 28 days of the date of the first visit.

Can I claim before my visit?

You can claim for payment for up to 2 visits before you travel. If you are travelling by train you will normally be sent a warrant to exchange for tickets at the station when you leave.

If you need to apply before you visit, allow ***ten working days plus 5 days for delivery by post*** for the APVU to process your claim and send you the giro cheque in time. You must send all receipts/tickets and a confirmation of visit voucher to APVU within 28 days of the visit taking place even if it is your last visit. Use the prepaid envelope that they send you (the confirmation of visit voucher is sent to you by APVU. It must be completed at the prison).

APVU will pay for travel to and from the prison by public transport or private motor vehicle. They will not pay for taxis unless the fare is less than the public transport alternative, there is no public transport available, or there is a medical reason which makes travel by taxi necessary (a note of confirmation from your doctor stating your inability to travel by public transport will be required).

If you are away from home for five hours or more, you can also claim a set meal allowance. Overnight allowances may be paid at the discretion of the APVU. Before incurring any expenditure check with the APVU to confirm they will contribute to an overnight stay.

APVU will contribute towards the cost of childminding if it is not appropriate for the children to visit, but the child minder must be registered with the local authority. Also included is breakfast/after school clubs run by the local authority.

Full details of expenses covered by the scheme are given in the booklet that accompanies the claim form.

Can I claim for any extra visits?

Extra visits where you do not need a Visiting Order will be covered. This may include a special family day, children's day or where you are involved in a case conference or sentence planning. Include a short note with your application to tell the APVU or endorse the form "special visit".

Further information:

If there is anything else you need to know about the scheme you can write to the APVU at:

***Assisted Prison Visits Unit
Freepost BM2257
PO Box 2152
Birmingham
B15 1BR.***

The APVU customer helpline 0845 300 1423 is available between 10.15 to 11.45 and 14.15 to 15.45 Monday to Friday. Ask for the caseworker who deals with the prison you are visiting.

If you have a text phone for people with hearing difficulties, please phone 0845 304 0800. Information also available on audio cassette and in foreign languages.

Information is also available from the APVU on audio cassette and CD, in Braille, in Welsh and in a range of foreign languages.

Categorisation

What is Categorisation?

All adult male prisoners are classified on reception into prison and put into one of four security categories based on the likelihood of escape and the risk to the public if they did escape. The categories are:

- Category A: prisoners who would be highly dangerous to the public, police or national security if they were to escape;
- Category B: prisoners for whom the highest security conditions are not necessary, but for whom escape needs to be made very difficult;
- Category C: prisoners who cannot be trusted in open conditions but who are unlikely to make a determined escape attempt;
- Category D: open conditions, prisoners who can be trusted not to try and escape.

What about women prisoners and young offenders?

Unless they are Category A, they are not subject to formal security categories, but are classified as suitable for open conditions or closed conditions.

Are remand prisoners categorized?

Unless they meet the criteria of category A, remand prisoners are not categorized. They are usually treated as category B. Unconvicted women and young people will be held in a closed prison.

Once someone has been assigned a category, does it remain the same throughout their sentence?

Prisoners serving 12 months or more will have their category reviewed on a regular basis, usually every three to six months. If it is deemed that they are less likely to try to escape and/or less of a risk, their category may be changed to a lower one.

The category could also be raised if a prisoner tries to escape or their behaviour suggests they pose more of a risk. It is not unusual for prisoners to be moved to a lower category as their release date approaches, as time in an open prison can help them re-adjust to life on the outside again, and allow them to gain work experience or study as part of the rehabilitation process.

If the prisoner thinks they have been placed in the wrong category, can they appeal?

It is not easy to appeal against security categorization. Prisoners are not told the reasons for their classifications and there is no formal appeal procedure. If the correct procedure was not followed, or the decision is legally irrational, it is possible to challenge it in the High Court by judicial review - if a prisoner believes they have grounds for a judicial review, they should seek legal advice. They can submit a request in writing to Prison Service headquarters through the requests/complaints system, but the Prison Service will only intervene in the most obvious cases.

How does the security category affect the prisoner's sentence?

The category determines where a prisoner will serve their sentence as prisons are usually designated as category A, B, C, or D and they will be placed in a prison appropriate to their category. If they request a transfer, they can only be transferred to a prison of the correct category. The lower the category, the more freedom a prisoner will be allowed. In category D Prisons (also known as open prisons) they may leave the premises for work, education or town visits. Security will be much tighter in category A prisons, with visitors and mail subject to more stringent checks.

Produced by Prisoners' Families and Friends Service for the Prisoners' Families Helpline.

Drugs

Do prisoners get help for drug problems while they are in prison?

Every prison offers some support for people with drug problems, often through partnerships with specialist drug services. Some prisons have their own rehabilitation programmes, again often run by specialist organisations. Under certain circumstances prisoners may be transferred to another prison if the treatment they need is not available where they are. The Prison Service has set up CARAT services which aim to offer help to every prisoner who is identified as having a drug problem. Each prison has a designated CARAT team.

What does CARAT stand for?

The initials represent the types of help which every prisoner with a drug problem should be offered, ie **C**ounselling: someone to talk to, either a counsellor or a self help group; **A**ssessment: making sure the treatment they are offered is appropriate to their situation; **R**eferral: arranging for a prisoner to get help from other services when necessary; **A**dvice: making sure they have clear information about drug use and the treatments available; and **T**hroughcare: planning for support on release. The service is voluntary - although prisoners who are misusing drugs will be encouraged to take part, they are not forced to do so.

Will the prison know if someone has a drug problem?

Every prisoner is seen by a doctor or nurse when they first arrive at prison, and they will hopefully pick up on any health issues the prisoner has at that time. They will usually be aware of the symptoms of withdrawal, for example, and common health problems associated with drug use. The prisoner also has a chance to raise any health concerns they may have. The prisoner may also have to provide a urine sample, which will be tested for the presence of drugs.

Do they get any support while withdrawing?

If a prisoner needs medical supervision while withdrawing they may be admitted to the health care wing, or detox unit, if the prison has one. If the medical staff feel it appropriate, they will prescribe medication to help alleviate withdrawal symptoms.

What if withdrawal makes someone suicidal?

Prison officers try to be alert to any circumstance that might make a prisoner at risk of suicide or self harm, including the physical and/or psychological effects of drug withdrawal, and will keep a close watch on the prisoner concerned. If you have reason to believe that a prisoner might harm him/herself, please phone the prison and ask to speak to the Duty Governor about your concerns.

What if the prisoner asks me to take drugs in to him/her on a visit?

You would be taking a big risk. Taking drugs in to a prisoner on a visit is against both the law and prison rules and is treated as a serious offence. The prison will call the police who will arrest the visitor, which could result in them receiving a prison sentence themselves. In any case, they will be banned from visiting for at least three months, have closed or non-contact visits for at least a further three months following the ban, and the visitor may then be subjected to thorough searches at each visit until the Prison Service is satisfied they are no longer a risk. The inmate you are visiting will also face disciplinary action which may mean their privileges, security category and prison placement may be affected. Most prisons search at least a random sample of visitors, many use drug dogs and CCTV, and all will have officers in the visits hall who will be watching for signs of visitors passing things to inmates or other visitors.

I am a drug user. Does that mean I can't visit?

You can visit, but it would not be advisable to arrive for a visit under the influence of drugs or alcohol, as you will not then be allowed to visit. If you are found to be in possession of an illegal substance in the prison or visitor's centre, the staff will be obliged to report it, even if the substance was only for your own use. If you are registered and using prescribed medication, you will not be allowed to take it into the prison.

What does a drug dog do?

A drug dog has been trained to recognise the scent of a range of drugs. They can do this just by walking past someone. The dog will be on a lead and controlled by a trained officer. If the dog detects the scent of drugs on a person, it has been trained to indicate this - usually by sitting or standing in front of them.

What if the dog picks me out?

You may be searched to check if you are carrying drugs. If you are, the police will be called and you will be arrested. If no drugs are found, you may still have to visit in closed conditions. If a child is found to have drugs on them, the parent or carer with them will be held responsible.

I have never used drugs in my life, but the drug dog stopped me.

The dogs are not infallible, and very occasionally they do select people who have had no contact with drugs. There could be any number of reasons for this and research is being carried out as to why it happens. In the mean time, however, as the Prison Service take measures to prevent drug smuggling very seriously, and usually err on the side of caution by restricting contact during the visit, even when no drugs are found.

I have medication that I must take every few hours, so will have to take it with me to the prison. Keep it in the bottle or packet you got from the chemist, clearly marked with your name. You will have to leave it in a locker unless it is something that may be needed urgently, such as an asthma inhaler, and even then you will probably have to leave it with an officer on duty in the visits room.

Where can I get more information about drug use and what help is available?

The National Drug Helpline is a free, 24 hour helpline for anyone concerned about drug misuse. Their number is 0800 776600.

Adfam is a national organisation that works with and for families who are concerned about drugs and/or alcohol. If you are looking for information specifically about prisons and drugs, you can call their Criminal Justice Ringback Service on 020 7553 7655. You can leave a message and an ADFAM support worker will call you back, or you can visit the Adfam website: www.adfam.org.uk

For information about drugs in general, local drug services and rehabilitation units, you can contact Drugscope, Waterbridge House 32-36 Loman Street, London SE1 0EE. Tel: 020 7928 1211. Web site: www.drugscope.org.uk

Healthcare

What kind of healthcare can prisoners expect when they are in prison?

The healthcare that a prisoner receives should be based on individual assessed need, however the reality is that wide variations occur from prison to prison and services that are currently available in one prison may not be available in another. This is due to the agreed commissioning arrangements following their health needs assessment and local priorities agreed by the Primary Care Trust in line with their Strategic health Authorities. Prisoners should receive the same care as they would receive outside prison, delivered by qualified competent professionals. Due to the nature and design of each prison services and facilities will differ from prison to prison.

How does the prison know if a prisoner has health problems?

On reception to prison, each prisoner has a health screening when they are asked a range of questions about their health and any medication that they may be on. At HMP Full Sutton the health centre operates a nurse led primary care service supported by a medical officer/GP that covers the remit of all GP practices in the community. It offers a range of screening to identify ill health and opportunities for health promotion activities. All prisoners who feel unwell can self refer to the first contact minor injuries clinic and usually see a nurse within 24 hours who will treat or refer the prisoner on to the GP for any issues that are out of their remit. The healthcare centre also provides a service for monitoring and treatment of all long term conditions. For those prisoners in need of a thorough assessment and longer term monitoring there is the facility for admission into the hospital wing where a range of interventions and treatment will be provided in accordance with the assessed need.

What if you are worried about the mental state of a prisoner?

The initial screening on reception also includes a brief mental state assessment which would identify any potential mental health problems. At HMP Full Sutton we have a dedicated mental health team that provides treatment for those prisoners with minor mental health issues and those with more severe and enduring problems. However, if you are worried about a prisoner who has mental health problems you need to encourage them to seek help in prison. The most appropriate way to do this is a referral to the Mental Health Team, who accept referrals from prisoners themselves or anyone that is genuinely concerned over the mental health of a prisoner. Alternatively each prisoner has a Personal Officer assigned to them and prisoners can talk to them. We also have Listeners - prisoners trained and supported by the Samaritans - who will listen in confidence and are available 24 hours a day. They can also call the Samaritans, as most prisons have a direct confidential telephone link which can be used any time and cannot be listened to. Prisoners can often ask for a phone which goes directly through to the Samaritans and which they can use in private.

Prisoners can also ask to see a member of the Independent Monitoring Board or ask to speak to a prison chaplain.

If you think a prisoner may be at risk of suicide or self harm, then you can phone the prison and ask to speak to the Duty Governor. If you are unsure about this, phone the Prisoners' Families Helpline on 0808 808 2003 and we will phone the prison on your behalf. All prisons operate within the framework of ACCT which is a support mechanism to protect prisoners from engaging in acts of self harm and provides additional support to prisoners in times of a crisis.

What if the Prisoner does not want the treatment offered in Prison?

Prisoners should have the same rights as those outside in that they can accept or decline treatment and their consent is needed in the same way as those in the community. If they don't want treatment then the prisoner should write to the medical officer and the governor stating this. The exception to this is if staff feel that the prisoner is a threat to the safety to him/herself, or to the staff, and that treatment is necessary and the individual unable to give consent. Staff need to explore whether the treatment is required and approaches made to see if the prisoner needs to be treated under the Mental Health Act. Prisoners are entitled to see their medical notes unless it is detrimental to the prisoner or others to do so.

What if a prisoner requires treatment?

In line with the community anyone suffering from physical ailments that warrant intervention, are dealt with by a member of healthcare team which includes a nurse, doctor/GP or visiting professional commissioned to provide extended secondary care services. If necessary the patient will be transferred to the healthcare facility/medical wing or in some cases maybe transferred to hospital out for medical treatment. If a prisoner needs to stay in hospital usually a prison officer will accompany him/her and remain throughout their stay.

What if the prisoner is on medication?

In line with the community most prisoners will keep their own medication. However, this is in accordance with an individual risk assessment and internal procedures to safeguard medication. Some prisoners' medication will be issued daily or kept by prison staff and given out at the appointed time.

What if the prisoner was using illegal drugs prior to imprisonment?

Every prison offers some support for people with drug problems, often through partnerships with specialist drug services. Some prisons have their own rehabilitation programmes, again often run by specialist organisations. Under certain circumstances prisoners may be transferred to another prison if the treatment they need is not available where they are. The Prison Service has set up CARATs (Counselling Assessment Referral Advice Throughcare Services), which aim to offer help to every prisoner who is identified as having a drug problem. Each prison has a designated CARAT team.

What if the prisoner is not happy with the medical treatment he/she has received?

They will need to go through the local NHS complaints procedure. In the first instance the prisoner should be encouraged to discuss any issues, concerns or complaints they have in an attempt to resolve this informally. If this is unsuccessful they will need to fill in a complaints form. If the prisoner is not happy then they can appeal directly to the Primary Care Trust and in accordance with the NHGS can escalate this up to the Health Care Commission.

Forms are available from the wing office and members of Independent Monitoring Board will be able to help with forms and the filling in of forms for all complaints if necessary.

Home Visits by the Probation Service

If a prisoner is being considered for parole, home leave, or home detention curfew, one of the reports routinely required is a report on the home they would be returning to on release. This will usually be written by a probation officer in the community based on a visit to the address. For Home Detention Curfew applications, it may be written by a Home Detention Curfew Officer. Similar questions are asked for all three, although for parole it is more detailed.

Will I know when a probation officer is coming to visit me?

The probation officer will not turn up on the doorstep unannounced, but will write or telephone first to suggest a time. If the time they suggest is not convenient, you can rearrange. If you work, an evening appointment may be arranged.

What will they want to know?

They will be assessing whether or not the home is a suitable address for the prisoner to come back to, and whether their being there will help to keep them from re-offending. The questions asked will include the following:

- Who lives at the address? How long have they known the prisoner and how well?
- Will the people at the address support the prisoner and help them not to re-offend? For example, will they be supporting them in staying drug or alcohol free, or will they be encouraging them to drink/use drugs? Does anyone at the address have a drink or drug problem?
- Are the family fully aware of the offence that was committed? It is not unknown for prisoners to mislead their families as to what it was they actually did, and for families to be less willing to have the person living with them when they become aware of the truth. So the probation officer will ask what you believe the person is in prison for. It is also to make sure the family are aware of any implications of the offence, especially if it was a serious one, such as arson, and they may need to be mindful of certain behaviours when the person comes home.
- In the case of home leave, they may ask about the financial situation. This is because prisoners are given fares to get home but no money for food, and cannot claim benefit. They want to be sure the family is willing and able to feed the prisoner while s/he is on home leave.
- Is anyone else in the family in any trouble with the law? This is to assess whether the prisoner is likely to be tempted to commit offences with other family members.

- Is the family in touch with any other organizations such as Social Services, Psychiatric Nurses, etc.
- The family's attitude towards the prisoner. Have they visited? If not, why not? (Not having visited will not necessarily mean parole will be refused as there are many good reasons why families are unable to visit.) Have they been in contact by phone or letter?
- What are the prisoner's employment prospects? While this is largely up to the prisoner, the family may be aware of an opportunity, say in a family firm.
- How have the family coped with remaining in the community if the crime was serious or had an effect on the local area?
- Did the prisoner have home leave before? How did it go? Were there any problems?
- Are the family aware of what it will be like to have the prisoner back? Both the family and the prisoner will have changed. What effect will it have on any children? This is to alert the family to the possibility that there may be problems.

What will they be looking for in terms of the physical conditions of the home? Unless the home is totally derelict there are unlikely to be any problems here. The probation officer will not be snooping around! Nor will it matter if the washing up has not been done or there are toys all over the floor. It does not matter if the family are unable to give the prisoner his/her own room, or even if they would have to sleep on a sofa, as long as the prisoner is aware of this and is happy with the arrangement.

If the family have not thought through these issues what happens? Often the probation interview itself is enough to get them thinking about the implications and this may well be enough. Just realising that the way the prisoner behaves or the way the family feel once he/she is home is not abnormal or unusual may help them be prepared for these things if they occur. The probation officer will be happy to make another appointment to discuss any difficult issues further. The family can also raise them with the prisoner in a letter or on a visit. Getting in touch with a prisoners' family support group and meeting other people who are experiencing the same things can help.

If the home is not deemed suitable, does this mean the prisoner won't get parole? Not necessarily. Alternatives will be considered, such as any other family members s/he could stay with, and failing that, hostel accommodation.

If a member of the family expresses any doubt about having the prisoner home, will that jeopardise their chances of parole? It is important to remember that the home visit report is only one of many that will be considered and it is highly unlikely that a comment by a family member will be

the only reason why someone is not granted parole. The decision will be based on the prisoners behaviour inside, whether they took anger management courses or refused them, their history of violence prior to imprisonment and so on. So a family member need not feel solely responsible if parole is refused. Having said that, anything that the family do say may be included in the report, as the probation officer has a responsibility to consider the safety of the people living at the address. The report can be worded in such a way as to protect the identity of individual family members if need be.

Can I read the report? Families do not have an automatic right to see the report. The prisoner, however, does have a right to see his or her dossier, which will include all the reports being considered. If s/he wishes, the prisoner can apply in writing to the community probation officer and request that a member of their family be allowed to see the report, giving reasons why. If permission is granted, the family would be invited to the probation office to read the report, but would not be given a copy to take away.

Does the community probation officer see the prisoner as well? Yes, usually. The officer will have been allocated six to nine months before the release date and will have built up contact with them during that time, including at least one visit. The prisoner will continue to see a probation officer after release.

Produced by Prisoners' Families and Friends Service for the Prisoners' Families Helpline (March 2003).

Housing

If my partner goes to prison how can I try to make sure we don't lose our home?

If you rent your home, and the property is in the prisoner's name alone, it may be possible in some cases to transfer the tenancy to your name. If you do this, or if you are already joint tenants, you will be liable for the rent. If this is going to cause financial difficulty, it is important to seek advice as soon as possible from a housing advice centre or Citizen's Advice Bureau. They will be able to advise you about your rights and entitlements - you may be able to claim Income Support or Housing Benefit.

It is advisable, too, to inform your landlord or mortgage lender about the change in your circumstances as soon as you can. You may be able to negotiate a temporary deferment or reduction in payments, and the landlord/lender may be more willing to consider this if you alert them to potential problems early on rather than letting arrears mount up.

I'm being threatened with eviction.

You cannot be evicted from your home without a court order. If your landlord threatens you with eviction, get advice as soon as possible from your local CAB or housing advice centre.

Can I get my mortgage paid while my partner is in prison?

If you are having difficulty keeping up mortgage payments because of a loss of income, the Department for Work and Pensions (DWP) can help with **interest** (the interest is paid at Bank of England rates and not the rate on the mortgage) payments provided you are receiving Income Support or Job Seekers Allowance. The DWP will not start paying this straight away, however. There is a waiting period depending on when the mortgage was taken out.

If the mortgage was taken out before October 1995 the DWP will not pay anything until after 8 weeks. Then you would receive 50% of the cost for 18 weeks, and the full cost after 26 weeks.

If the mortgage was taken out after October 1995, the waiting period is 39 weeks, and then the DWP will pay 100% of your housing costs. There are some circumstances under which you would be exempt from the 39 week waiting period and the arrangements for a loan taken out before October 1995 would apply. This applies to lone parents abandoned by their partners and some carers - seek advice from your local benefits agency as to whether the exemption would apply to you. The insurance element of an endowment mortgage will not be paid.

What happens about Council Tax?

If you are living alone in a property which you used to share with someone who is now in prison, you will probably qualify for a reduction in Council Tax. It is in your interest, therefore, to let the local council know immediately that

there are fewer people living in the property.

If the prisoner lives alone, they may be able to get a discount on council tax, or be exempt altogether if their property is empty. If they do still have to pay, they may be able to claim Council Tax Benefit.

The prisoner was not living with me. What can be done to help them keep their home?

If they are tenants, they may be able to claim housing benefit. Prisoners may be entitled to housing benefit and council tax benefit for up to 52 weeks whilst on remand. When sentenced, prisoners can only claim housing benefit and council tax benefit for 13 weeks (including the period they have spent on remand). If a prisoner has already claimed housing benefit for 13 weeks whilst on remand they will not be entitled to any housing benefit or council tax benefit after conviction.

If the prisoner was receiving mortgage interest payments because they were getting Income Support before they went to prison, they should still receive it while they are on remand, but they will need to fill in an A1 application form from the Benefits Agency and send it to their local Benefits Agency Office. If they were receiving jobseeker's allowance they will need to make a new claim for Income Support for housing costs only.

Convicted prisoners cannot claim and it would be necessary to contact the lender and ask them to reschedule the mortgage.

What if the prisoner is a tenant but doesn't qualify for benefits?

There is a possibility some councils and housing associations will re-house people on release if they agree to give up their present tenancy. The prisoner should ask for confirmation of any agreement in writing, and inform the landlord about their release date as soon as possible. If they do lose their home, The Homelessness Act 2002 introduced a duty to Local Authorities to extend the priority need categories to include 'a person who is vulnerable as a result of having been to prison or remanded in custody,' so the Local Authority should take account of their status as ex-prisoners if they apply for housing on release.

What about other bills?

Standing charges from utilities will mount up unless the services are disconnected. If the prisoner is not going to be able to pay the backlog on release, or come to an arrangement with the utility company, it would be advisable to have the services disconnected as soon as possible.

What if the prisoner has a long sentence?

They may need to sell their home if they are paying for a mortgage so as to avoid large debts. If you were living in council, housing association or hostel accommodation, you can ask whether they will rehouse you if give up the tenancy voluntarily. Make sure that they get an agreement in writing.

If it's impossible to keep the home, what can be done to help a prisoner find a new home on release?

Prisoners can contact Nacro's Resettlement Plus Helpline, which can provide details of local housing providers. They can be contacted at 169 Clapham Road, London SW9 0PU, Tel: 020 7840 6464 or freephone 0800 0181 259. Prison officers and probation officers can often help by suggesting contact addresses, and may also provide references or letters in support of a housing application. If a prisoner is homeless on release they can contact Shelterline on 0808 800 4444.

If they lose their home, what happens to their stuff?

It is important to make some arrangement to store the prisoner's belongings if at all possible, as landlords may either dispose of them or put them into commercial storage at the prisoner's expense. Unfortunately, you are very unlikely to be able to get financial help towards commercial storage, so if family members are not able to take care of the prisoner's things, it may be that the prisoner will need to decide what is really essential to them and give permission to sell or dispose of the rest. The prison service has a property storage facility for items small enough to be packed in a box. The prisoner should ask his/her personal officer how to access this.

For further information and standard letters to landlords, the housing benefits office etc, please contact the NACRO Resettlement Plus helpline and request 'Keeping your home' Freephone 0800 0181 259.

Keeping in touch by phone and mail

Can prisoners make telephone calls to people outside? Yes. There are telephones in the prison which prisoners can use to telephone their families and friends. However, they will not be able to call whenever they like - there will probably be restrictions on the times of day the phones can be used. It is also likely there will be queues for the phone, or a booking system where they book a time to make their calls. A prisoner may be allowed more calls or telephone time under the incentives and earned privileges scheme. Those with close family abroad are usually allowed to make a five-minute call from an official phone once a month, but will be expected to pay for it. Restrictions on access to private cash may be waived if someone want to phone close relatives abroad.

Can I phone and speak to them? It is not possible to make a direct phone call to a prisoner.

How are the calls paid for? Many prisons have a PIN number system on the Prisoners' telephones. They are given their own personal number and must nominate phone numbers which they will call. These will then be put on the PIN system by prison staff. There are some numbers which are barred on the PIN phone system. These will usually be national newspapers and in some cases witnesses/victims. If phone cards are used, they are special prison phonecards and not the ones you can buy outside. If you want to help a prisoners with the cost of phone calls, you will need to send money in the form of a postal order or cheque.

What if the prisoner needs to get in touch with someone in an emergency? If a prisoner needs to contact their lawyer urgently, or anyone else for very strong compassionate reasons, they may, at the governor's discretion, be allowed to use an official telephone.

Do prison staff listen to inmates telephone calls? Not all the time, but prison officers can listen to a random number of calls, except in an open prison. All calls by high risk Category A prisoners are monitored. Officers can hear both sides of the conversation and can record it. Officers may terminate a call if the call contains anything that:

- compromises prison security or relates to plans to escape
- helps someone commit a criminal offence or break prison rules
- affects national security
- contains threats or blackmail
- is racially offensive or obscene.

Prison staff do not listen to calls to the Samaritans.

Can I write to a prisoner as often as I like? There is not usually any restriction on the number of letters a prisoner can receive. When you write,

remember to put the person's name and prison number on the letter.

Can the prisoner write to me? Yes. The prisoner will be allowed to send one free letter each week, or two if they are on remand. If they want to write more often they can, but will have to pay for the postage themselves.

Will prison officers read the letters? Usually the prison will only open the envelope to make sure there is nothing being sent in which is not allowed. However, incoming and outgoing mail may be read in maximum security prisons. In other prisons the governor may order routine reading of mail from time to time. As with telephone calls, letters must not contain anything that:

- compromises prison security or relates to plans to escape
- helps someone commit a criminal offence or break prison rules
- affects national security
- contains threats or blackmail
- is racially offensive or obscene.

Letters can be stopped or restricted if these rules are broken.

What if I don't want the prisoner to write to me any more?

You can tell the prison that you no longer wish to receive mail from the person and they will be asked to stop writing.

Can I send money to a prisoner?

Yes - send a cheque or a postal order and write the prisoner's name and prison number on the back. Most establishments have their own bank accounts and ask for cheques/POs to be made payable to "The Governor". However, the Prison Service is making changes to its banking system. From May 2004, if the prisoner is in a high security prison, cheques and postal orders need to be made out to "HM Prison Service, Abell House". From July 2004, prisons in London, Kent, Surrey and Sussex will start using the central account, and cheques/POs to these will need to be made out to HM Prison Service. All other prisons will transfer to this system from April 2005. If you are in any doubt as to who to make checks payable to, please phone the prison and check. The money will be transferred into the prisoner's private account. The amount of spending money a prisoner is allowed each week depends on whether they are on remand or convicted, and the privilege level they are on.

Can I send photographs of myself or the children?

Yes, but do remember that prisoners are not allowed photographs of themselves, and that includes family snapshots that include them. Photographs of an explicit or pornographic nature would not be allowed.

Can I send the prisoner clothes, toiletries or gifts?

Every prison has different rules about what can be sent in for inmates, and these rules can change at short notice. If there is something you want to send, you will need to contact the prison or visitor's centre and check whether the item can be posted in or handed in on a visit. Some prisons will only allow money to be sent and nothing else.

It is strongly recommended that any gifts or money being sent into the prison be sent by recorded delivery.

Indeterminate Sentences

(Inc Sentences previously known as Life Sentences)

Does an indeterminate sentence always mean that someone will spend the rest of their life in prison? Some prisoners will stay in prison for the rest of their lives because of the nature of their crimes, although few indeterminate prisoners receive a whole life tariff (currently about 33 out of a total of around 8000 prisoners). Most receive a set tariff, which is the minimum period they must serve in prison before being considered for release. The length of time they spend in prison depends on the length of the tariff and whether, at the end of this time, they pose a risk to the safety community.

Who sets the tariff? The trial judge sets the tariff in open court in all types of indeterminate sentence case.

What are the different types of indeterminate sentence?

A mandatory lifer is someone who is over 21 and has been convicted of murder. Life imprisonment is the only sentence a court can pass for this offence.

The court imposing a mandatory life sentence has to follow strict statutory guidelines. There are 3 starting points, 15, 30 and whole life terms. The term imposed can be subject to an appeal by the prisoner or by the Attorney General if it is considered to be unduly lenient.

A discretionary lifer is someone who has been given a life sentence as the maximum penalty for a serious offence (not murder). This sentence is no longer passed due to a change in the law.

An indeterminate sentence of Imprisonment for Public Protection (IPP) is given to someone who is convicted of a serious specified violent or sexual offence for which the maximum sentence is 10 years or more and who, in the court's view, poses a significant risk of serious harm to the public.

What about young offenders? For people under 21 there are several different categories of indeterminate sentence:

- **Detention during Her Majesty's Pleasure, or HMP.** This is the mandatory sentence for someone who commits murder before they are 18.
- **Custody for life,** the mandatory sentence if someone commits murder aged 18 or over and under 21

People under 21 can also receive detention for life or custody for life as the juvenile equivalents to the adult discretionary sentence.

Young offenders under 18 can receive a sentence of Detention for Public Protection (DPP) which is the equivalent to the IPP adult sentence.

Who decides where the prisoner is detained?

The prison holding the prisoner decides whether and where to transfer them. The decision will be based on several factors including progress, the offending behaviour work needed to reduce risk factors and whether the prisoner is ready to be re-categorised. The need to maintain family contact is also taken into account if at all possible, but the needs of protection of the public and risk reduction work come first, and it may not always be possible for prisoners to be transferred to a prison convenient for family visits.

What happens while the person is in prison?

They have a sentence plan, setting out details of any problems they need to work on, such as drug addiction or anger management. Their progress is reviewed each year and an action plan made for the coming year. Whether the prisoner complies with the sentence plan along with their behaviour in prison will play an important part in decisions about whether they can be released after the tariff is served.

What about victims?

The Victim's Charter states that the Probation Service must contact the victim or their family within two months of sentence. The victim or their family can ask to be informed when the prisoner is to be moved, released or to go on an escorted absence or release on temporary licence. They can express any worries they have concerning the prisoner's release and these will be taken into account when licence conditions are set.

What is an escorted absence?

Indeterminate sentence prisoners may apply for an escorted absence if they have reached Category C or Second Stage conditions, are within 12 months of their next Parole Board review and are within 4 years of tariff expiry. An escorted absence usually involves trips to a local town accompanied by a prison officer. It allows prison staff to observe the prisoner's ability to behave responsibly when coming into contact with members of the public and allows prisoners to familiarise themselves with aspects of the community.

When will the Parole Board consider the prisoner's case?

The first review is to consider the prisoner's suitability for a transfer to open prison to prepare for release. This review usually begins about 3 years before the tariff expires. The Home Office and prison put together a dossier of papers including reports from professionals who have had contact with the prisoner, which s/he will get to see and comment on beforehand. The Parole Board will then decide whether to recommend a move to an open prison. It is for the Secretary of State to decide whether to accept the recommendation. A second review takes place shortly before the tariff expires. The purpose of this review is to consider release. All cases where release /transfer to open conditions are a possibility are considered at an oral hearing. Indeterminate sentence prisoners not released at tariff expiry must be reviewed by the

Parole Board every 2 years at the most.

What is release on temporary licence?

When an indeterminate sentence prisoner has spent some time in an open prison they are eligible to apply for release on temporary licence (ROTL). Initially this will usually take the form of unescorted day release for work or educational purposes or simply to get reacquainted with life in the community. Eventually, the prisoner can progress to taking home leaves at the proposed release address.

What other preparation is made for release?

The supervising probation officer will keep in contact with the prisoner and work with him/her and the prison to formulate a release plan. This will cover things like accommodation, employment and training.

Who decides if a prisoner is released at the end of the tariff?

The Parole Board, an independent body which advises the Home Secretary on various matters, and is made up of people such as judges, probation officers, psychiatrists and lay members has the power to direct release on grounds that the prisoner's risk to public safety is minimal. The Parole Board may direct the release of prisoners detained in closed or open prisons.

What happens after release?

For the first few years following release, they will be expected to keep in regular contact with a probation officer, and to inform probation if they wish to move or start a job for example. There may be other conditions attached to the release licence such as not contacting certain people or complying with medical or other treatment. After a set period the Probation Service may recommend to the Home Office that the licence conditions be cancelled. If cancellation is agreed, the person would no longer have to keep in touch with the probation officer, but would remain on licence. This means that if he/she behaves in a way that indicates that he/she may pose a risk to public safety, he/she can be recalled to prison to continue serving the indeterminate sentence.

Persons given a life sentence remain on a **life licence** for the rest of their life (although at some stage the conditions attached may be cancelled). If sentenced to Imprisonment for Public Protection the individual can apply after 10 years to have his/her licence terminated by the Parole Board if it considers it safe to do so on public protection grounds. If the licence is not terminated, further applications can be made at yearly intervals thereafter.

Property and Money

How much property is someone allowed to keep with them in prison?

Prisoners are allowed to keep about six cubic feet of property (two large boxes) plus one outside item, such as a sound system. If the prison allows inmates to keep birds, a bird cage is also allowed.

Are there any other restrictions on what they can keep?

The rules vary from prison to prison, and there may well be some items, like certain types of radios or glass picture frames, which are not allowed.

What if they have more than the permitted amount or a prohibited item with them when they go in?

If on reception, a prisoner has with them items the prison does not allow to be kept in a cell, or more than they are allowed, the surplus will be placed in a sealed bag for storage. The bag is sealed in front of the prisoner who will be asked to sign to confirm what is in the bag and that it was sealed in their presence. It will be returned on release.

My relative was wearing a valuable watch. Will s/he be allowed to keep it?

Restrictions on property are on volume rather than value, although some prisons may not permit prisoners to keep very expensive items. If they are allowed to keep it, they have to bear in mind that the Prison Service will not accept responsibility for loss or damage of property unless it can be proved that the prison was negligent. If an item is valuable but not essential, it may be wise for the prisoner to make arrangements for it to be handed over to you during a visit. If they do keep it, or it is stored for them, they should tell the prison staff about the item so the details are correctly recorded on the property sheet.

Will the prison provide things like changes of clothes and toiletries?

Yes. If there is no requirement to wear a prison uniform, and the prisoner does not have suitable clothes, the prison is obliged to provide enough clean clothes in reasonable condition to keep them warm and healthy. This includes underwear and socks. Basic toiletries such as soap and toothpaste are also provided - many prisons provide them as part of a reception pack. It will also be possible to buy extras from the prison shop, or canteen.

How can a prisoner get money to buy things at the canteen?

Prisoners who are taking part in work or education are paid a weekly amount which varies according to the job or course they are doing. A small basic rate is paid to prisoners who have not been offered work or training. This money, along with any that they had with them on arrival in prison, and money sent in by family or friends, is held by the prison in a personal account. The amount they can actually spend weekly varies according to whether they are

convicted or unconvicted, and whether they are on a basic, standard or enhanced regime.

Can they buy anything they need from the canteen?

What is available from the canteen will vary from prison to prison, but generally things like sweets, stationery, cigarettes and toiletries will be on sale. It may be possible to ask for specific items to be ordered. It is often possible for prisoners to buy things from approved mail order companies.

If a prisoner is transferred to another prison, will their money and property go with them?

Yes. If they have property stored for them by the prison, they may be shown the sealed bag and asked to sign to confirm that the seal has not been tampered with. Their private cash account will be transferred to the new prison usually within a day or so.

Can a prisoner get compensation if any of their property is lost?

If property that is held in store by the prison gets lost during reception procedures or during transfer the Prison Service will be liable to pay compensation provided that the items lost are listed on the inventory the prisoner signed on arrival.

Prisoners are not usually compensated for the loss of things that are kept in their cells, unless the prisoner was moved from their cell without being given a chance to move their things, or if the cell was not properly sealed during temporary release or if the prisoner absconds.

How is a claim made if this happens?

The prisoner will have to make the claim themselves, to the Governor first through the internal complaints system. If they are not satisfied with the response, they can appeal.

Can a prisoner send money out of his prison account to a relative or friend outside?

There is no regulation saying they cannot, or any restriction on the amount, but the Governor will want to satisfy him/herself that the person receiving it is a bona fide relative or partner and that the money is not being sent to drug dealers etc. A letter to the Governor from the recipient outside confirming who they are is usually enough.

Sentence Calculation

Is the sentence passed in court the time someone will serve in prison?

The sentence expiry date (the date on which the sentence ends) is calculated from the date sentence is passed. All custodial sentences, (apart from life sentences, which are governed by different rules) include time served in prison and time served in the community, so the person will not be in prison for the whole of the sentence.

How much time will they spend in prison?

This depends on a number of factors, including the length of the sentence and date of offence:

- if the sentence is less than 12 months, regardless of when the offence was committed, the prisoner will get Automatic unconditional release (ACR) at the half way point (eg after 3 months of a 6 month sentence), serving half of their sentence in prison. From release until the sentence expiry date, they are classified as "at risk". This means that if, during this time, they commit a further imprisonable offence, the court may order them to return to prison to serve a period of custody equal to the remainder of the sentence that stood at the time that the new offence was committed. This is in addition to any sentence for the new offence.
- if the sentence is 12 months or more, but less than 4 years for an offence committed prior to 4 April 2005, the person serves half their sentence in prison, and then gets Automatic conditional release. They are released at the half way mark on licence. This means that they are subject to conditions - the conditions will include regular meetings with a probation officer and possibly other conditions such as living at a specified address or undergoing treatment for a drug or alcohol problem. Breaching the conditions can result in a recall to prison by the Secretary of State The licence lasts until three quarters of the way through the sentence. They are "at risk" from date of release until the sentence expiry date. (See above)
- sentences of 4 years or more (but not life) for offences committed before 4 April 2005 are subject to Discretionary conditional release (DCR), which means that the prisoner becomes eligible for release at the half way stage. It is not automatic, but is at the discretion of the Parole Board. If release is approved, they are released on licence. If not, they serve two thirds of their sentence in prison and are then released on licence. If released on DCR licence they remain on licence until the three quarter point of their sentence. From date of release to the sentence expiry date they are 'at risk' (see above).
- Sentences of 12 months or more imposed for offences committed on or after 4 April 2005 are subject to conditional release at the half way

point of the sentence and will be on licence to the end of the sentence. They are not 'at risk' on these sentences.

People convicted of sexual offences may be required by the court to remain on licence until the sentence expiry date (where the offence was before 30 September 1998), or may be sentenced to an extended sentence made up of a custodial period and an extension period (where the offence was after 30 September 1998 but before 4 April 2005).

Where the offence was on or after 4 April 2005, they may be sentenced to an extended sentence where they must serve the whole of the custodial period in full unless the parole board approved release on parole on or after the half way mark. They will be released on licence to the end of the sentence.

The Criminal Justice Act 2003 introduced a new type of sentence called an Indeterminate Sentence for Public Protection (ISPP) which is for those prisoners that the court have assessed as being dangerous. The court will recommend a minimum period that must be served in custody, but release will be subject to similar procedures as release from a life sentence, on approval by a lifer review board. Release will be on a licence for life, but unlike a life sentence, the licence of an ISPP could be reassessed and terminated after 10 years from date of release.

What else might affect the amount of time served in prison?

Time spent on remand will be deducted from the time spent in prison. However, nothing that counts towards the calculation of the sentence served shall have the effect of reducing the period for which the licence is in force to less than a quarter of the sentence where the offence was before 4 April 2005, or half the sentence where the offence was on or after 4 April 2005.

If a prisoner breaks prison rules, they may receive additional days in prison, meaning that their release or parole eligibility will be put back. This does not mean that the whole of their sentence is being increased - just the proportion of it they will spend in prison. The sentence expiry date stays the same, unless they actually commit an imprisonable offence and are given an additional sentence.

Are the rules for young offenders the same?

A young person under 21 serving less than 12 months will be under supervision for at least three months after release, or up to their 22nd birthday, if this is sooner. For those serving more than 12 months the rules are the same.

Sex Offenders Register

Who needs to Register?

People convicted, cautioned or otherwise 'found guilty' of certain sexual offences are currently required to register with their local police force under Part 2 of the Sexual Offences Act 2003.

The offender has to notify the police, in person at a designated police station, within three days of conviction or release from custody, imprisonment or service detention, discharge from hospital, or return to the UK (whichever applies). S/he must provide the following details:

- date of birth
- national insurance number
- their name and any other names used on the date of conviction etc and on the date of notification
- home address on the date of conviction etc and on the date of notification
- the address of any other premises in the UK where they regularly reside or stay.

Should the notified details change, the offender must notify the police within three days. This includes information about any address they have stayed at for seven days or more, or for two or more periods in any 12 months which taken together amount to seven days or more. Even if nothing changes, the offender is required to re-notify the police every 12 months.

Who will be told?

In general, the decision to disclose will be made on a case-by-case basis by MAPPA (Multi-Agency Public Protection Arrangements), led by the police and probation. Any decision to disclose will be based on a risk assessment, which should take account of the potential consequences of disclosure to the offender and family and the wider context of law and order - where for instance the disclosure is liable to result in the offender disappearing or 'going to ground'.

It has become normal practice in some police force areas, when applying for sex offender orders (the forerunners of sexual offences prevention orders), for an application to be made by the police for an order under section 11 of the Contempt of Court Act prohibiting the publication of the defendant's name and address. Although notification is automatic where individuals have been convicted of offences under Schedule 3 of the Act offences and the police do not need a court order, it is an indication that the local authorities are mindful of the need to limit disclosure to those that need to know, such as the head teacher of a school.

In general, offenders subject to notification requirements are not required to inform employers of this. However, occasionally the police or other authority may disclose information to an employer if a relevant offender is in contact

with young people or vulnerable adults and is a cause for concern.

The notification requirements under the Sex Offences Act 2003 should not be confused with Schedule One of the 1933 Children and Young Person's Act, as amended, which imposes extra conditions on people convicted (but not cautioned) of violent and sexual offences against children. These are conditions that have slightly wider implications for employment. Nor should the notification requirements be confused with Schedule Four of the Criminal Justice and Courts Services Act 2000, which bans offenders convicted of certain specified violent and sexual offences from working with, or even applying for work with, children and young people.

For more information see Guidance on Part 2 of the Sexual Offences Act 2003, which is available, along with lots of other guidance, on the Home Office website. www.homeoffice.gov.uk/crime-victims/reducing-crime/sexual-offences/

Support and Specialist Services

South East

CANTERBURY FAMILY SUPPORT

Canterbury Visitors' Centre
15 St Martins Terrace, North Holmes Road
Canterbury CT1 1QB
Tel: 01227 761859
Support for families of the foreign nationals in prison

THE DOOR UK - Hampshire

PO Box 707, Southampton SO14 3XN
Helpline 02380 230950
Local support group. Escorts families from Hampshire to any prison in the UK by car

South West

Prison Advice and Care Trust

www.prisonadvice.org.uk
Tel: 020 7490 3139
Various projects in the prisons in the South West. Phone central office or website for details.

Greater London

Feltham Community Chaplaincy

HMYOI and RC Feltham, Bedfont Road, Feltham TW13 4ND
Tel: 020 8844 5585
www.felthamcommunitychaplaincy.org/ Faith based befriending service for prisoners and their families leaving Feltham.

PACT (Prison Advice & Care Trust)

Admin: 020 7490 3139 info@prisonadvice.org.uk info@prisonadvice.org.uk
www.prisonadvice.org.uk
For support at Visitors Centres in London prison establishments.

PFFS (Prisoners' Families & Friends Service)

20 Trinity Street, London SE1 1DB
Helpline: 0808 808 3444
Admin: 020 7403 4091
www.prisonersfamiliesandfriends.org.uk/
Home visits in the London area, helpline, family support centre and court work.

PECAN

71-73 County Street, London SE1 4AD
Tel: 020 7940 8250
pecan.org.uk/

Support for families of offenders in South East London.
Local support service.

North West

CONTACT Cheshire Support Group
Ascot Court, Middlewich Road
Northwich, Cheshire CW9 7BP
Local Helpline 0870 010 2569
mysite.wandadoo-members.co.uk/contactcsg.org
Local support service

Out There Supporting Families of Prisoners
2 Birchvale Close, Hulme, Manchester M15 5BJ
Tel: 0161 232 8986
www.outtherefop.co.uk/
Local support service

POPS (Partners of Prisoners Support)
Valentine House, 1079 Rochdale Road
Blackley, Manchester M9 8AJ
Tel: 0161 702 1000
www.partnersofprisoners.co.uk/
Provides family support

PSS (Liverpool Personal Services Society)
18 Seel Street, Liverpool L1 4BE
0151 702 5555
www.pss.org.uk/
Support for families of prisoners in the Liverpool area.

West Midlands

HALOW c/o Visitors' Centre, HMP Birmingham
Winson Green Road, Birmingham B18 4AS
Information line 0121 551 9799

Prison Link

29 Trinity Road, Birmingham B6 6AJ
Tel: 0121 551 1207
Local support service

SHARP (Support, Help and Advice for Relatives of Prisoners)
83a Wylcot, Shrewsbury SY1 1UT
Helpline 01743 245 365
www.s-h-a-r-p.org.uk/
Support service across the West Midlands

East

CHILDREN OF PRISONERS, CAMBRIDGESHIRE
The Ormiston Trust

1 Riseholme, Orton Goldhay, Peterborough PE2 5SP
Tel: 01733 236830
Supporting children of prisoners in Cambridgeshire and Peterborough(5 - 13 years).

CHILDREN OF PRISONERS, NORFOLK

The Ormiston Trust
The Facade, HMP Norwich, Knox Road, Norwich NR1 4LU
Tel: 01603 708837
Supporting the children of prisoners in Norfolk (5-13 years)

CHILDREN OF PRISONERS, ESSEX Ormiston Centre

School Road, Monkwick
Colchester CO2 8NN
Tel: 01206 562033
Supporting the children of prisoners in Essex (5-13 years)

Yorkshire and Humberside

JIGSAW HEALTHY LIVING PROJECT

HMP Leeds, 2 Gloucester Terrace, Armley, Leeds, LS12 2TJ
Tel: 0113 203 2512
Support for prisoners' families living in the Leeds area.

SOLID

SYAC, 120 The Wicker, Sheffield S3 8JD
Tel: 0114 2756301
Local support Group

Wales

FFOPS - South Wales (Families & Friends of Prisoners Service)

Mansell House, 101 Mansell Street, Swansea SA1 5UE
Local Helpline 01792 458 645
Support service with drop in centre across the road from Swansea Court

Scotland

FAMILIES OUTSIDE 1st Floor, 17 Waterloo Place

Edinburgh EH1 3BG
Helpline: 0500 83 93 83
www.familiesoutside.org.uk/
Information on support services and visiting prisons in Scotland

HOPE - Scotland

18 Stevenson Street, Glasgow G40 2ST
Tel: 0141 5520229
www.hopescotland.com/
Support for families of prisoners in Scotland

Project HAPPY c/o Barnardos, Suite 5/3 Skypark SP5, 45 Finnieston Street,
Glasgow G3 8JU
Advice Line: 0800 458 3872
Supporting children affected by imprisonment in Scotland

National

AFFECT

PO BOX 274, Bognor Regis PO22 6WY
Tel: 01329 832254/01243583264

www.affect.org.uk/

Support for the families of those accused of serious offences.

INQUEST 89-93 Fonthill Road

London N4 3JH

Tel: 0207 263 1111

www.inquest.org.uk/

Provides support for the families of those who die in custody.

PRISON CHAT UK

www.prisonchatuk.com/

Online support forum for families of prisoners.

PRISONERS' ADVICE SERVICE P O Box 46199, London EC1M 4XA

Tel: 020 7253 3323

Local call rate: 0845 430 8923

www.prisonersadvice.org.uk/

Free advice & information to prisoners (and their families) regarding rights and the application of the Prison Rules

PRISONERS ABROAD

89-93 Fonthill Road

Finsbury Park, London N4 3JH

Tel: 020 7561 6821

Helpline: 0808 172 0098

www.prisonersabroad.org.uk/

Support for British Nationals outside the UK and their families. Information on foreign criminal justice systems, prison conditions and transfer. Resettlement service for released prisoners returning to the UK.

Telling the Children?

One of the most difficult things to face when someone is imprisoned is what to tell the children, but it is important that you talk to your child about what is happening.

Children who are not told where their parent is can become confused, as they often sense that something has happened which they don't understand. They may think that they aren't allowed to ask questions and imagine things, which will worry them more. There is also the danger that they will find out some other way.

By talking to your child you will be able to reassure them. You may still see changes in your child's behaviour as they come to terms with what has happened, but they will know that you will listen.

When is the right time to tell my child What has happened has Happened?

There is no right time or way to tell your child. However it is best to get things out into the open as soon as possible. Your child may already know and understand more than you realise.

You will need to plan some of what you are going to say - each child is different and you are the best judge of when and how they should be told. If you have more than one child you will need to tell them all, but in a way that each understands. The most important thing is that you have time when you won't be disturbed to answer their questions and to comfort them.

How shall I tell them?

All children will want to know where their parent is and why - it is important that they do not see them as a bad person, even if they did do something wrong. They will need reassuring that they are safe and that they will be able to see or talk to them. Children often see themselves as to blame in some way. They need to know that they are not.

It may be helpful to share what you are feeling, as your child is likely to experience changing emotions and they need to know that's okay. Try not to give children too much information in one go - they are bound to have questions and will need time to take in what you have said.

What if I have a very young child?

Babies and young children will obviously not be able to understand what has happened, but you can still talk to them about Mum/Dad and about seeing them. As they begin to understand more you can talk about what has happened, using simple words.

After you have told your child, the most important thing is to listen to them. If they don't want to talk about it don't force them. Offer reassurance and let

them know that you are there for them.

Should I also talk it through with someone else I am close to?

You may also need someone close you can talk it through with. Ideally you should discuss it with the child's father/mother so that you are both ready for any questions or reactions, which your child has.

It may be helpful for your child to have a second person who they feel they can trust - a relative, friend or teacher. There may be things that they feel unable to tell you straight away - perhaps because they are worried that it will upset you.

How will my child cope with what other people say?

Unfortunately you may not be able to stop other people knowing about your situation which means that there may be times when you will have to help your child deal with people saying or doing things which upset them. They will need your support and reassurance that they have done nothing wrong.

Living with the truth is not easy and there will be times when you need someone to turn to - if you have no-one close and want to talk to someone, please telephone us on 0808 808 2003. There are also organisations listed under the [Useful Organisations database](#) on this who are there to help and listen.

Should I take my child to visit?

Enabling a child to visit their parent in prison is an important way of helping them come to terms with being separated from them.

There is no easy way to prepare a child and it will take time and thought. If you have more than one child they will all need reassurance, but may have different questions and concerns.

Some children may not want to visit and they should not be forced, but they will need to talk about the decision they have made.

What if I am anxious about what will happen?

If you are anxious about visiting yourself, try and find someone who will go with you. If you definitely do not want to visit, but your child does, you will need to arrange for someone else to take them.

What should I tell them about visiting a prison?

There will be a lot to explain about the visit - this may be the first time your child has a real sense of where their parent is. It is best to be as truthful as possible - they may already know and understand more than you realise.

Children of any age need to be prepared for what the prison is like. It is important that you explain about the security measures: searches, locking doors, people in uniforms - even sniffer dogs. Visit rooms are all different, but they can be very noisy and busy places.

Maybe I should visit the prison first?

It can be helpful to visit on your own first so you know what to expect. It will also mean that you can talk through the visit with their father/mother. They should be able to give you the information you will need when planning the visit. This may include the following:

- Are there play facilities in the visitors centre or prison?
- What types of visits are available-is there a better time to bring children, eg for Children's or Family Visits
- Is there anything for older children to do?
- Can the children touch their father and move around?
- What can the children take in, e.g. pictures, photos, letters?
- What about pushchairs, nappy-changing and feeding?

If you have other questions you should contact the prison or its Visitors Centre.

Is there anything I can do to prepare for the visit with my child?

It is important to plan your journey, especially if you have a long distance to travel. It can be an anxious time as the visit draws near. Keeping your child amused during the journey by packing a few favourite toys, books or games should prove helpful.

Visits are different at each prison and their length will vary. Some can be very short and it is important that your child is prepared for that.

When you arrive in the Visits Room it may take your child time to settle - if there is a play area, make sure the child knows where you will be sitting. Children will need time to talk about their news, ask questions or just to sit with their Mum/Dad. It is important that they have the opportunity to share their thoughts and feelings with them.

What will happen at the end of the visit?

The time may pass very quickly and leaving at the end of a visit can be very difficult. A child needs to know that they can keep in touch either through visits, telephone calls or by letter - planning when and how that will happen is important.

How will my child be feeling after the visit? It is impossible to predict how children will react after a visit. Some may need to talk about it, others may become quiet. All children will need reassurance and to know that you are ready to listen.

You may see other changes in their behaviour, which are more difficult to deal with. This is likely to be a sign that they are having to deal with many different

feelings - sadness, frustration, helplessness and even anger. They may direct that anger at you, but that is because you are closest to them.

As a parent facing a difficult and often unknown situation there may be times when you feel in need of support. If you do not have anyone close you feel you can turn to please telephone us on 0808 808 2003 or look at the list of organisations who are there to help and listen on our [Useful Organisations database](#).

Useful Publications

The information contained here is taken from the leaflet set, My Mum's in Prison / My Dad's in Prison, which are available from the Central Office of the Ormiston Children and Families Trust.

The Outsiders

These are a series of five booklets published by Action for Prisoners' Families for the partners and families of prisoners. These survival guides discuss the issues families are likely to face and provide practical information on how to cope when a relative or friend is in prison.

- Sent to Prison
- Keeping in touch
- Living with separation
- Telling the Children
- Preparing for Release

These are available from the helpline on 0808 808 2003 or email info@actionpf.org.uk info@actionpf.org.uk. Single copies of each leaflet or the pack are free to families or friends of prisoners.

My Mum's in Prison/My Dad's in Prison

Ormiston Children and Families Trust
Central Office
333 Felixstowe Road
Ipswich
Suffolk
IP3 9BU

Telephone: 01473 724517

Email: enquiries@ormiston.org enquiries@ormiston.org

Leaflets are free of charge for family members. They are also available as a photocopying pack for people working with families affected by imprisonment at a charge of £6.00.

Leaflets available include: -

- My Mum's in Prison / My Dad's in Prison leaflet set

This pack contains: -

- Promotional poster (included in photocopying pack)
- Leaflet(s) for parents and carers - Visiting Prison with your child; What shall I tell the children?
- My Special Book - I'm going to see my mum / dad (for younger children)

- My mum's / dad's in prison - I need to talk

Other useful publications include:

Danny's Mum

This book tells the story of Danny whose mother has been sent to prison. It is suitable for children up to 6 years old.

Published by Action for Prisoners' Families, 2004. £3.00

Tommy's Dad

The Story of a young boy and his sister whose father is sent to prison. It explores their feelings of loss, anger and frustration at not being told what's going on, until their mother finally decides to take them to see their Dad. It is suitable for children aged 4-7 years old.

Published by Action for Prisoners' Families, 2004. £3.00

Finding Dad

Tells the story of 8 year old James Orchard who turns detective to find out the truth about his dad, who disappears with the police early one morning. James' mum will only say that he has gone on a secret mission, sending James off into his imaginary world as he tries to track dad down. An exciting adventure story for all children.

Published by Action for Prisoners' Families, 2004. £4.50

To order any of these children's books call Action for Prisoners' Families on 020 8812 3600.

Transfers

Prisoners may be transferred from one prison to another for a number of reasons. For example:

- Their security category has changed
- So that they can serve the final weeks of their sentence in a prison nearer their home
- The prisoner's sentence plan requires them to complete a course which is not available at the prison they are in
- They are behaving in a disruptive way
- Category A prisoners are routinely moved from time to time for security reasons
- For their own safety if they are being bullied
- If their main visitor has a medical problem making visits impossible.

Does a prisoner have a legal right to be transferred to a different prison if they wish?

No - the Prison Act 1952 says they can be held in any prison. Usually, it is up to the governor whether they are transferred, except for Category A prisoners or people serving a life sentence, in which case Prison Headquarters makes the decision. However, although there is no legal right, the Prison Service does have a location policy stating that contact between a prisoner and his/her family should be encouraged and that harmful effects of being removed from normal life are minimised. The prison also has an obligation to take reasonable steps to keep a prisoner safe, which may include a transfer if they are being bullied.

How does a prisoner get a transfer?

Prisoners can request a transfer through the request/complaints system, or on a special form provided by the prison for requesting transfers. Transfers will normally only be considered after the prisoner has served a few months at the prison they wish to leave.

How long does it take?

The prisoner should receive a response to their request within seven days if they use the requests/complaints system.

What can the family do to help the process along?

The initial request for a transfer must come from the prisoner. Families can write to the governor outlining why it is difficult for them to maintain contact, but only once an application for transfer has already been made by the prisoner. Supporting letters from a GP, social worker or other professional in support of the application can also be sent.

Will a transfer automatically be granted?

No. There may not be places available in the prison or area the person wants to go to in the appropriate category. Priority may be given to prisoners asking for transfers because their main visitor is in poor health. The prisoner may ask

you to provide a doctor's letter confirming the nature of the problem.

What if the request is refused?

The prisoner can make an appeal through the requests/complaints system and is entitled to a reply from Prison Service Headquarters within six weeks. If they are still not satisfied with the reasons given they can write in confidence to the Prisons Ombudsman, but must do this within one month of receiving the reply from Prison Service Headquarters.

Can they take legal action?

Not usually, since the law does say they can be held in any prison. Their only option would be a judicial review which allows the High Court to deal with unlawful decisions by the Prison Service. They would have to prove that there were truly exceptional circumstances that the governor failed to take account of. If a prisoner feels this applies to them, they should seek legal advice.

Can a prisoner be moved without the family's knowledge?

A prisoner who is being transferred is entitled to send one free special letter to someone who visits them. They may, at the governor's discretion, be allowed more than one letter and/or an extra telephone call. If there is not enough time to write or phone, which may be the case with category A prisoners who do not always get advance notice of a move, they can leave details of people who need to know with the prison, and the prison will inform them.#

If this doesn't happen how can I find out where they are?

The allocations Unit of the prison they have left may be able to give this information. Failing that, write to the Prisoner Location Service, PO Box 2152, Birmingham B15 1SD, giving as much information about the prisoner as possible, including their name, date of birth, their offence or charge and your relationship to them. Provided the prisoner is happy for you to know where they are, they will let you know in three to four weeks.

What if I turn up for a visit and find they've been transferred?

If you've had a wasted journey, you can claim your travel costs back from the prison, unless you are claiming from the Assisted Prison Visits Unit, in which case the prison should give you a note to send to them so you can claim for a visit to the new prison.

Temporary transfers

It is possible for a prisoner held a long way from home to save up visits for six months and apply for a temporary transfer to a local prison, usually for 28 days. Subject to the rules and visiting times of the local prison, the accumulated visits can be taken during that time. As with a permanent transfer, the prisoner must make the request, and it will be at the governor's discretion and depend on availability of places at the local prison.

Produced by Prisoners' Families and Friends Service for the Prisoners' Families Helpline (March 2003).

Visiting Someone in Prison

How many visits is a prisoner allowed?

Generally, if unconvicted (on remand), they are allowed up to 3 visits a week, but no more than one on the same day - however, some prisons may allow more. When they have been convicted, they are allowed one visit every two weeks. Young Offenders may be allowed three visits a month. The best place to find out more is the prison service website: www.hmprisonservice.gov.uk

How do I go about visiting someone in prison?

If the person is convicted, or if they are on Judge's Remand (ie. convicted of a crime, but the length of the sentence has not yet been decided) you need a visiting order (VO) before you can visit them. VOs are issued to prisoners soon after they arrive in prison and then at two weekly intervals after that. It is up to the prisoner to decide who s/he wants to visit them and send out the VO. If the prisoner is cat A or had committed certain offences visitors will need to be vetted. When you receive a VO need to phone the prison and book a time for the visit. Many prisons have dedicated lines for booking visits. You will need the visiting order in front of you when you call as the prison will ask for the reference number. If the prisoner is on remand, you don't need a VO, but may still need to book. Booking lines can be very busy. Keep trying!

Some prisons allow reception visits, for which the VO for the first visit can be left at the gate for you to pick up on arrival rather than waiting for it to be sent. This may only be possible on certain days of the week, and you may still need to book a time. It is advisable to contact the prison or visitors' centre to find out what the procedure is for that prison. Check the prison service website.

What is a visitors' centre?

Not every prison has one, but at those that do, they are a very useful contact for families. Visitors' centres are not part of the prison, although they may be situated within the grounds. They are usually run by charities and may be partially staffed by volunteers. They are not run by prison officers. The centre provides a place to wait before a visit, a small shop selling drinks and snacks, a children's play area and toilet facilities. The staff will know about the rules and systems for visiting that prison and can help with any problems you may have before, during or after your visit.

How do I get directions to a prison?

The prison or visitors' centre will be happy to give directions for your first visit. Alternatively, you can find detailed directions on the Prison Service website www.hmprisonservice.gov.uk.

How many people can visit at once?

3 adults and any number of children can be included on a VO for one visit. No-one not listed on the VO will be allowed in, and those listed cannot visit separately. Some prisons may limit the number of older children on a visit due to constraints of space. The Prison Service advises those with large families or several older teenage children to discuss this at the time of booking.

Are there any other restrictions?

Usually you have to be 18 or over to visit a prisoner on your own, even if the prisoner is your partner or parent. Governors now have the discretion to allow those between the ages of 16 and 18 years of age to visit unaccompanied but only after parental consent has been given.

Sometimes, if the prisoner has committed a sexual or violent offence, people under 18 will not be able to visit at all, or only after clearance has been granted. This can take several months.

I'm on a low income and can't afford to visit.

You may qualify for help with fares from the Assisted Prison Visits Unit (APVU). See our information sheet on Assisted Prison Visits or call the APVU on 0845 3001423. You can download a form from the prison service website: www.hmprisonservice.gov.uk/adviceandsupport/keepingintouch/assistscheme/. You can also call the Prisoners' Families Helpline free on 0808 808 2003 for a form to be sent through the post.

I am unwell and find it impossible to travel to visits.

It may be possible for the prisoner to apply for a transfer to a prison nearer home. See our information sheet on Transfers.

I've been ringing the visits booking line for ages and can't get through.

It can be notoriously difficult to get through to book visits. The only advice we have is to be patient and keep trying. The visitors centre or switchboard may be able to tell you if there is a particular problem such as phone lines being down or a staff shortage.

I haven't received a VO.

If the people a prisoner wants to visit live at different addresses, only one of them will receive a VO. The prison or the visitors centre will be able to tell you if there has been any problem with issuing VOs. If not, you will need to raise it with the prisoner when s/he telephones or in a letter. It's not unknown for a prisoner to send a VO to one of his/her friends instead of his/her parent or partner.

What do I need to take with me when I go to visit?

You will need to take your VO, and some form of identification, such as a passport, driving licence, benefits book, birth certificate, bus pass or union card. Check with the prison as to how many forms of ID you will need and what they will accept. Prisons are now supposed to be accepting Citizens Cards as a form of photographic ID but it is always best to check with the prison.

Can I take things in for the prisoner?

Rules vary so check with the prison or visitors centre before taking anything on a visit. Food and drink is generally not allowed (although it may be possible to buy refreshments in the visits hall). A prisoner may have to make a formal request for an item before it can be handed in. You will not be allowed to take

in anything besides approved items for the prisoner and perhaps money for refreshments. The prison will provide lockers for you to leave your personal belongings in.

Will I have to be searched?

Prisons take security very seriously and so it is likely some form of searching will take place, particularly in a high security prison. Procedures may include searching the contents of pockets, a pat down search, metal detectors, looking in the mouth, ears or hair or asking the visitor to remove their coats, cardigans or shoes. In lower security prisons, searches may be carried out at random. Female visitors will always be searched by a woman. Male visitors may be searched by an officer of either gender, but they can ask to be searched only by a male. Body searches are only carried out when there are reasonable grounds to suspect a visitor is trying to bring in drugs or firearms. These searches may be carried out by the police.

Can I refuse to be searched?

Yes, but the prison can refuse you the right to visit. If there are reasonable grounds to suspect you are smuggling in firearms or drugs, you may be searched without consent.

What is a closed visit?

This means that the prisoner and visitor are separated by a glass partition and cannot make physical contact. If there is reasonable suspicion that either you or the prisoner have been trying to smuggle in unauthorized items, the prisoner may be restricted to closed visits for either a specified length of time or number of visits. The position is reviewed at the end of the period and a decision made by the prison staff as to whether closed visits will continue.

I was treated very badly by prison staff on my visit. What can I do?

You can write to the Governor or the Board of Visitors, and explain what happened. They should reply and tell you what action is being taken to rectify the situation. If you do not get a satisfactory reply to your complaint, you can write to that prison's area manager, your MP, or the MP of the constituency where the prison is.

If you have any questions about visiting arrangements or you are unsure, please call the helpline.

Who Can Help?

The prisoner has a drug problem:

ADFAM

25 Corsham Street

London N1 6DR

Tel: 020 7553 7640

Adfam is the National charity for the families and friends of drug users. They have an online database of local support groups.

www.adfam.org.uk/

If you need information about drugs:

National Drugs Helpline - Talk to Frank

Tel: 0800 77 66 00 (Freephone - 24 hour)

www.talktofrank.com/

If you're depressed:

Depression Alliance

212 Spitfire Studios

63-71 Collier St

London N1 9BE

The Depression Alliance provides publications about depression, treatment and how to cope. Also self help groups.

www.depressionalliance.org/

If you are feeling distressed, depressed or have feelings which you think may lead to suicide:

The Samaritans. National number, local call rate.

Tel: 08457 90 90 90. (24 hour)

www.samaritans.org/

email: jo@samaritans.org.uk jo@samaritans.org.uk

write to: Chris, PO Box 9090, Stirling FK8 2SA

If you think that a prisoner is at risk from suicide or self-harm:

Telephone the prison, explain that you think there is a risk of suicide or self harm and ask to speak to the Duty Governor. If you are not able to speak to the Duty Governor then the Chaplaincy should be able to help. If you do not feel confident enough to do this, please call:

Prisoners' Families Helpline free on 0808 808 2003. Helpline staff will try to get through to the prison for you and call you back.

If you are bereaved:

Cruse Bereavement Care is a national charity providing information, advice, counselling and support for people affected by bereavement.

Helpline: 0844 477 9400

www.crusebereavementcare.org.uk/ email: helpline@cruse.org.uk

helpline@cruse.org.uk

Young people affected by bereavement can contact 0808 808 1677 or visit www.rd4u.org.uk/ a website by young people for young people.

If you or someone you know is suffering from domestic violence:

Women's Aid and Refuge have set up a free and confidential helpline to help women who are experiencing or have experienced domestic abuse.

Helpline 0808 2000 247

You can also email them at

helpline@womensaid.org.uk helpline@womensaid.org.uk

Or write to: PO Box 391, Bristol BS99 7WS

www.womensaid.org.uk/

www.refuge.org.uk/

If the Prisoner is in a female establishment and needs support and help with resettlement:

Women in Prison provide a wide range of resettlement and education services to women in prison and after release across England.

1a Aberdeen Studios,

22 Highbury Grove,

London, N5 2EA

Tel: 020 7226 5879

Freephone Advice Line: 0800 068 6368

www.womeninprison.org.uk/

If you are bringing up children alone or your partner is absent:

Home Start provide Support and practical help for families with a child or children under 5:

2 Salisbury Road,

Leicester LE1 7QR

Tel: 0116 233 9955

Freephone: 0800 068 6368 for details of your local scheme.

www.home-start.org.uk/

One Parent Families/Gingerbread

255 Kentish Town Road,

London NW5 2LX

Information on a range of issues, free publications and local groups. Specialist benefits advice for single parents.

Lone Parent Helpline: Free confidential information: 0800 018 5026

www.oneparentfamilies.org.uk/

If you have any parenting issues:

Parent line Plus offers help and information for parents and families via a range of services including a free confidential

Helpline: 0808 800 2222

www.parentlineplus.org.uk/

If you are a Grandparent caring for the Prisoner's children:

The Grandparents' Association has various services which include an advice line where advisors can help with legal advice, welfare benefits and guardianship.

Advice line: 0845 4349585 (local rate)

www.grandparents-association.org.uk/

If you are worried about the mental health of a child or young person:

Young Minds offers a helpline and other support services for parents and other family members concerned about a child's emotional well-being. The helpline offers information and support and can also arrange a free call-back from a professional adviser.

It offers a wide range of publications for young people, parents and families, on issues including self-harm, separation anxieties, eating disorders, depression, bullying etc. Helpline: Freephone 0800 018 2138

www.youngminds.org.uk/

If you are worried about the mental health of an adult:

Mind is a mental health charity working in England and Wales. It has a confidential helpline offering help on a range of mental health issues and can give you information on your local Mind services. It also provides a legal service.

Mindinfo: 0845 766 0163 (local rate)

15-19 Broadway,

London E15 4BQ

Tel: 020 8519 2122,

fax: 020 8522 1725

email: contact@mind.org.uk contact@mind.org.uk

www.mind.org.uk/

The Prisoner is in custody abroad:

Prisoners Abroad

89-93 Fonthill Road,

Finsbury Park

London N4 3JH

Tel: 020 7561 6820

A caseworker can provide advice, information and support. They are often the point of contact with the prison and lawyers overseas. They run family days

annually in London and Manchester so families of those imprisoned abroad can meet.

Helpline: Freephone 0808 172 0098

www.prisonersabroad.org.uk

The Prisoner is isolated or lonely:

The New Bridge
27a Medway Street
London SW1P 2BD
Tel: 020 7976 0779

New Bridge befriends isolated prisoners and can arrange penfriends and visits.

www.newbridgefoundation.org.uk/

Resettlement Information:

NACRO Park Place
10-12 Lawn Lane
London SW8 1UD
London SW9 0PU

Helpline: Freephone 0800 018 1259 (Resettlement Information and Advice Service) or 020 7840 6464.

Information on housing, employment and resettlement for prisoners after release. They also produce in partnership with Action for Prisoners' Families "Outside Help", a booklet which provides practical information for the families and friends of prisoners.

www.nacro.org.uk/

Employment Issues:

The Apex Trust
Apex Charitable Trust
St Alphage House,
Wingate Annexe
2 Fore Street,
London EC2Y 5DA
Tel: 020 7638 5931
Fax: 020 7638 5977

Jobcheck Helpline: 0870 608 4567

www.apextrust.com

Helpline for advice and information on employment issues, when convictions become spent, CRB checks, where to get training advice and guidance. Helps people with criminal records to obtain appropriate jobs by providing them with the skills they need.

Help with housing:

Shelter is a national charity which can help with any housing issues.

Helpline: Freephone 0808 800 4444

Information is also available from its website:

www.england.shelter.org.uk/

General Advice:

Citizen's Advice Bureaux

Your local CAB can help with problems concerning housing, benefits or welfare. It should be listed in the telephone book or on its website.

www.citizensadvice.org.uk

If you or the prisoner has served in any of HM Forces or the National Service (even for 1 day):

Contact **SSAFA (Soldiers, Sailors, Airman and Families Association)**

Confidential support line: 0800 731 4880 Or by freepost, Freepost,

P O Box 1312

Pewsey

Wiltshire SN9 6NN

Help is also available for peoples' families including widows or widowers.

www.ssafa.org.uk/

If you are worried about debt:

The National Debtline can give expert free, independent and confidential advice over the phone and send callers in debt a self-help information pack free of charge.

Helpline: Freephone 0808 808 4000

www.nationaldebtline.co.uk

If you have any immigration questions:

The Immigration Advisory Service is an independent non-government organization providing information to immigrants or asylum seekers. You can also email at ukadvice@iasuk.org ukadvice@iasuk.org

Information about immigration and asylum law can also be found on their website, where you can also find the location of your nearest advice service.

www.iasuk.org/

Legal Advice:

Law Centres can help with legal advice on welfare, discrimination, housing and criminal justice matters. They should be listed in the phone book or local library, or contact:

Law Centres Federation

18 Warren Street

London W1P 5DB

Tel: 020 7387 8570

www.lawcentres.org.uk/

Community Legal Advice can offer information and legal advice on benefits, housing, debt, education or employment. It also produces a series of information leaflets on different areas of law can also supply a list of solicitors in your area.

Helpline: 0845 345 4345 (local rate)

www.clsdirect.org.uk/

Information about prisoners' rights and conditions in prison:

Prisoners' Advice Service

PO BOX 461 99, London EC1M 4XA

Tel: 020 7253 3323 or 0845 430 8923

PAS can provide information about prison rules, conditions and treatment of prisoners. It does not deal with appeals against conviction or sentence. The enquiry **MUST** come from the prisoner.

www.prisonersadvice.org.uk/

Prison Reform Trust

15 Northburgh Street

London EC1V 0JR

Tel 020 7251 5070

It works for better conditions in prison. It can deal with enquiries about various aspects of imprisonment. They also have an advice service for prisoners and their families.

www.prisonreformtrust.org.uk/

Legal advice for children and young people(up to 21):

The Howard League for Penal Reform is an independent charity campaigning for penal reform. They have a free helpline that offers legal advice to children and young people in prison. The number is: **Freephone 0808 801 0308** and children can call from the prison.

www.howardleague.org/

Help for young Muslim prisoners or their families

The Muslim Youth Helpline is a confidential email and telephone support service which can help Muslim prisoners with problems they may face in prison.

Helpline: 0870 774 3528 www.myh.org.uk/

If you're unhappy with press coverage of a case or are being asked to sell your story

The MediaWise Trust

University of the West of England

Oldbury Court Road

Bristol BS16 2JP

Tel: 0117 939 9333

Advice and support to those affected by inaccurate or unfair press coverage and those considering selling stories.

info@mediawise.org.uk www.mediawise.org.uk

www.mediawise.org.uk/

Some useful other website addresses:

To find courts Addresses:

Her Majesty's Court Service website with court addresses, phone numbers and additional information about individual courts around the country.

www.hmcourts-service.gov.uk/HMCSCourtFinder/

or call 0845 456 8770

Hotels:

Listings of Hotels in the UK and Worldwide. www.s-h-systems.co.uk/

Bed and Breakfasts:

Listings of bed and breakfast accommodation near individual prison establishments.

www.bedandbreakfasts.co.uk/accommodation-near-prisons.asp

Alternative Bed and Breakfast accommodation.

www.bnbservice.co.uk/

or call 0117 373 8329

Prisons:

Take a virtual prison tour.

www.cjs.online.gov.uk/

Her Majesty's Prison Service Website.

General information about prisons, facilities visiting etc.

www.hmprisonservice.gov.uk/

Worried about Self Harm or Suicide

If you are worried about a prisoner who has suicidal feelings or is in danger of harming themselves, please speak to someone straightaway.

You can

- ask to speak to someone in the Visitors Centre at the prison. They are there to support you and help with any concerns.
- telephone the prison and ask for the Duty Governor and talk to them directly. They might refer you to a Suicide Prevention Co-ordinator.

What is self-harm?

Sometimes people cause physical damage to themselves. This is a sign of distress and they need support and understanding. Tell the prison if someone you know is harming themselves. If you know that the person has experienced suicidal feelings or has self-harmed in the past you also need to tell someone at the prison.

Who may be particularly vulnerable?

- First time and remand Prisoners
- Anyone who has suffered a recent bereavement
- Those who have recently suffered a broken relationship
- Someone who has made a previous suicide attempt
- Substance misusers
- Victims of violence or sexual abuse

What signs could you look for?

- they might be unusually quiet, withdrawn or just not interested in things
- they might stop taking care of themselves
- they might seem lonely and isolated
- they may be finding it very difficult to come to terms with their situation
- they might feel despair and that things are out of their control
- they may feel many different emotions-anger, despair, hopelessness
- the person might say they want to die.

When might it happen?

People can have these feelings at any time but a transfer or a change of status, e.g. remand to convicted can sometimes make things worse. This can also happen if they are particularly worried or upset about something or are having problems in prison.

What will happen if I tell the prison?

If the prisoner is thought to be at risk of suicide or self harm the prison will make sure that they are correctly supported and monitored until a time when the situation changes.

What help is available in prison?

Each prisoner has a Personal Officer assigned to them. Some prisons also have Listeners - prisoners trained and supported by the Samaritans - who will listen in confidence and are available 24 hours a day.

Who else can a prisoner talk to?

The prisoner can ask to see a member of the Independent Monitoring Board who visit the prison often or ask to speak to a Prison Chaplain. Most prisons also have a direct confidential telephone link to the Samaritans which can be used at any time and cannot be listened in to.

Who can I talk to?

If you feel you would like to talk to someone about your own feelings, you can ring the Samaritans either at your local branch or on their national number 08345 909090 at any time of the day or night.

Family Support

Visits and contacts with the family are extremely important to all prisoners, particularly those who are finding things very difficult. If you think that someone close to you is in danger of harming themselves please tell the prison as soon as you can.

FACILITIES LIST
HMP FULL SUTTON

January 2011

Issuing Authority:

Signature

.....

The Governor, HMP Full Sutton

Date

.....

HMP FULL SUTTON LIST OF PERSONAL ARTICLES ALLOWED IN PRISONERS POSSESSION

(Other Prisons have their own lists which may be different)

GENERAL NOTES

The inclusion of any item in the list does not give a prisoner a right to obtain or retain such an item in possession. It should be noted in particular that:

- a. The Governor has the discretion to disallow any item which he considers may pose a threat to the good order or discipline or security of the prison. This includes items which may cause racial or religious offence or items which promote illegal activities, e.g. drug logos
- b. The Governor advises against the possession of any item of extreme value e.g., a medallion consisting of coins, or ingots of precious metal. All personal property brought into the prison, particularly that held in possession, is held at the prisoner's own risk and the prison will not accept liability for the loss of or damage to that property unless it results from the prison's negligence. Prisoners are reminded that they will not be able to control or supervise such items at all times and that the prison cannot guarantee the security of items left in cells or other accommodation. Prisoners are advised not to keep in possession particularly valuable property.
- c. When ordering an article which appears on the list, from a mail order firm or another source, prisoners should first ensure that the item is of an approved type. Failure to do so could result in the item being withheld.
- d. Spending is linked to the prisoners earned privilege level allowance.
- e. This list determines which items may be sent in or bought from the prison shop and paid for from private cash and/or prisoner's earnings.
- f. All items are subject to thorough search and x-ray examination.
- g. All property issued into possession is subject to volumetric control restrictions.
- h. All property has been given a **MAXIMUM** value which is the limit of compensation which will be considered where loss/damage occurs. Values are for what is considered reasonable for each item and have been arrived at by comparing more than one catalogue price. Should a prisoner decide to have an item of a higher value he must first sign a disclaimer accepting the above restrictions and responsibility for the excess cost.
- i. Prisoners arriving from another high security prison with an item of property which meets the criteria laid down in the Full Sutton Possessions List, except for size, and was in possession at their previous prison, may retain the item in possession. When the item needs replacing the replacement must meet all criteria laid down in the Full Sutton Possessions List.
- j. No items made in prison workshops can be held in prisoners' possession.

RESTRICTIONS ON HANDING/POSTING IN OF PROPERTY

The Possessions List attached to this notice shows property which may be brought through reception and sent in by post and items which **must** be purchased internally from the prison shop. The reasons for restricting access to those items which must be purchased internally or via approved suppliers are:

- ❖ to avoid undermining the incentives and earned privileges scheme, or
- ❖ to avoid compromising the security of this establishment.

The requirement to purchase items of property internally was designed to act as an incentive to prisoners to maximise their earnings, thus encouraging them to engage in purposeful activity. **As a general rule property can only be purchased through the prison shop OR from an approved supplier and cannot be posted in.** However, there are some exceptions to this rule e.g.:

- ❖ A ring.
- ❖ Photographs - no self images.
- ❖ Pictures / posters / certificates.
- ❖ A calendar.
- ❖ A diary / address book.
- ❖ Writing pads, envelopes and blank post cards.
- ❖ Postage stamps.
- ❖ Blank greetings cards.
- ❖ Newspapers and magazines, direct from the Publisher - to be issued via the Library.
- ❖ Legal documents.
- ❖ Religious clothing, as listed in Annex A.

The security of this establishment is of paramount importance and anything which may weaken that security must be stopped. By accepting property which is difficult to search and which may be used to conceal illicit items, breaches of security could result. Items which are difficult to search must therefore be stopped from entering this establishment.

LIST OF APPROVED SUPPLIERS

- ❖ Argos
- ❖ M&M Direct
- ❖ Gema Records (also for the purchase of t-shirts, no offensive slogans permitted)
- ❖ Cobb Records (for new DVDs & new or used CDs as listed in catalogue. All used goods are tested prior to dispatch therefore there is a very limited returns policy in force).
- ❖ Staples
- ❖ Sports Direct (previously Sportsshoes)
- ❖ Additions
- ❖ Jacamo (previously Cotton Traders)
- ❖ Hobbys
- ❖ Healthspan (previously Holland & Barrett)
- ❖ Highly Strung
- ❖ Waterstones (further info. being sought on Bibliophile - may be changed at next review pending outcome)
- ❖ Riversway Leisure - for the purchase of melamine crockery
- ❖ Vets - Battleflats Surgery, Pocklington
- ❖ Electrical repairs - Wing app & F1325 to Reception who will arrange repair via an approved electrical repair service.

APPROVED RELIGIOUS SUPPLIERS (See Annex A).

Buddhism: Blue Banyon

Christianity

Church of England: Wesley Owen

Roman Catholic: Cenacle

Methodist: Wesley Owen

Jehova Witness:

Spiritualist:

Mormons: LDS Jewellery

Hinduism: Siesta Crafts

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Judaism: Rimmon Judacia

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**HM PRISON FULL SUTTON
ITEMS IN POSSESSION**

ITEMS ISSUED IN POSSESSION

PRISONER'S NAME **NO** **WING**

I fully understand that:

- a. Items issued to me 'in possession' may only be used by me, and will not be lent, sold or given to any other person.
- b. The loss of any items 'in possession' must be reported to the Wing Office immediately.
- c. All items have a maximum compensation value as listed in the Possessions List and that if I decide to have an item of greater value then I will accept responsibility for the excess cost.
- d. I must not without permission dispose of any 'in possession' item.
- e. Any 'in possession' items to be destroyed must be handed in to the Wing Office, with application to be removed from the property card, by Reception.
- f. Any breach of the above conditions may result in me being placed on report.

SIGNED

NAME (IN CAPITALS)

DATE

RECEPTION OFFICER

NAME (IN CAPITALS)

DATE

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
1.	Either: Cassette player or personal stereo (but not in addition to any other cassette player, i.e. radio/cassette etc unless enhanced)	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£30.00	<p>Must take standard sized audio cassette tapes. Case or harness must not be padded. No dicta-phone style cassette player/recorders. Only enhanced prisoners are allowed personal stereo in addition to other combination radio/tapes/CD player. Maximum of 2 x 100 watts per channel speakers (size H 35cm W 25cm D 25cm). No Memory card slot.</p> <p>Permitted models: <u>Cat No. 512/9711</u> - Sony Walkman Cassette Player WMEX194 - £17.99 <u>Cat No. 513/3422</u> - Alba radio cassette - £19.99 <u>Cat. No 512/7634</u> - Sony cassette/radio walkman WMFX290 - £32.99 <u>Cat. No 513/9141</u> - Alba personal CD player - £14.99 <u>Cat. No 924/1877</u> - Philips personal CD player EXP2540 - £29.99 <u>Cat. No 513/2502</u> - Sony personal CD with tuner DNF340B - £49.99</p>
2.	Cassette tapes (to include cassette head cleaning tape - dry variety no fluid).	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£9.00 each pre-recorded 50p each (blank)	<p>Pre-recorded cassettes allowed only, with exception of clear/transparent tapes which may be used for recording personal messages for family and friends. Prisoners may receive message only tapes from family/friends on clear/transparent tapes subject to delay for security checks. Any music on message tapes will result in them not being allowed.</p> <p>Permitted item: <u>Cat. No 524/1149</u> - Maxell UR90 10 pack cassettes - £8.99</p>

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
3.	Compact Disc Player (without condensing microphone)	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	CD Player £60.00	Any harness and/or carrying case must not be padded. Not in addition to a combination CD/radio/cassette unless Enhanced. No record facility is permitted if not part of a combination system. Maximum of 2 speakers allowed. Restrictions as per loud speakers (Item 1) Permitted models: <u>Cat. No 513/5451</u> - Argos value range CD radio - £15.99 <u>Cat. No 513/5444</u> - Alba CD radio with cassette - £24.99 <u>Cat. No 513/8582</u> - Philips CD radio with cassette AZ1027 - £39.99 <u>Cat. No 925/3810</u> - Roberts Swallow 3 band radio / CD player - £44.99
4.	Combination radio/tape/CD/MP3 Compatible disk player (but not in addition to any individual items unless enhanced)	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	Radio/cassette £20.00 Radio/cassette CD £50	Must not have television facility. Restrictions as per loud speakers (Item 7.) No MP3 players with record facility or data storage permitted. No Memory card slot. Permitted models: <u>Cat. No Cat No 925/3559</u> - Alba CD micro-system - £26.99 <u>Cat. No 923/9236</u> - Bush micro system - £29.99 <u>Cat. No 929/0402</u> - Philips MC155/05 micro system - £59.99 <u>Cat. No 923/8684</u> - JVC micro system UXG110B - £84.99 <u>Cat. No 513/7301</u> - Sony micro system CMTEH15

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
								- £84.99 Cat. No 513/9907 - Philips CD mini system FWM154 - £109.95
5.	FM /DAB Radio / Personal DAB radio	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£20.00	Must not be capable of receiving signals outside VHF/FM 88-108 MHZ short-wave 1-18 MHZ. Aerial must not comprise of long, strong wires. Earpiece permitted. 100 watts maximum. Restrictions as per loud speakers (as item 1). No Memory card slot. Portable/compact type only. Volumetric restrictions apply. Permitted models: Cat. No 500/5914 - Argos value range CDAB8R DAB/FM radio - £24.99 Cat. No 500/6009 - Bush Stereo DAB/FM radio CDAB5R - £36.99 Cat. No 926/3271 - Bush DAB/FM stereo radio - £39.99 (half price offer in catalogue) Cat. No 923/8426 - Roberts 4 DAB/FM RDS digital stereo radio - £89.95 Cat. No 500/5347 - Goodmans GHDAB101 Personal DAB radio - £59.99
6.	FM aerial	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£7.00	Aerial of a type specified as suitable for VHF Permitted items: Cat. No 534/2859 - Indoor aerial - £4.99.
7.	Compact discs	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£14.00 each	No compact discs may be held by a prisoner not in possession of a compact disc player. Includes a cleaning CD (with brushes only, <u>not</u> fluid).
8.	CD/tape storage holders and wallets	Basic Standard	No Yes	No No	No No	No No	£7.00	Plastic only; wallets to be unpadding Permitted items:

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
		Enhanced	Yes	No	No	No		<p><u>Cat. No 524/1101</u> - CD/DVD wallet for 128 discs - £13.99</p> <p><u>Cat. No 524/1125</u> - CD/DVD wallet for 208 discs - £14.99</p> <p><u>Cat. No 928/3763</u> - 6.5L Really Useful Box (2 pack) stores 36 CDS / 20 DVDs - £14.99</p>
9.	Loudspeakers but not in addition to any other radio facility	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£20.00 (pair)	<p>A maximum of two extension speakers allowed as part of a music system <u>unless</u> the system has integral speakers (as per restrictions on 1) small personal speaker allowed for attaching to personal CD/ radio/cassette players. Maximum cable length 3m in total.</p> <p>Permitted item: <u>Cat. No 513/6113</u> - Acoustic Solutions black bookshelf speakers - £29.99.</p>
10.	Headphones (with appropriate adaptor as necessary)	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£12.00	<p>Maximum cord length 1.2m</p> <p>Permitted models:</p> <p>In ear headphones <u>Cat. No 929/3162</u> - Alba in ear headphones - £2.99 <u>Cat. No 900/4382</u> - JVC in ear headphones - £4.99 <u>Cat. No 900/4430</u> - iLuv in ear clips with volume control - £9.99 <u>Cat. No 534/9278</u> - Sony MDREX33 in ear headphones - £19.99 <u>Cat. No 534/9292</u> - Sennheiser CX200 in ear headphones - £21.99</p> <p>Traditional headphones</p>

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
								<u>Cat. No 929/3265</u> - Alba lightweight stereo headphones - £6.99 <u>Cat. No 900/4210</u> - Panasonic light weight in ear clip headphone - £9.99 <u>Cat. No 900/4258</u> - Sony XBASS headphones - £29.99
11.	DVD Players	Basic Standard Enhanced	No No Yes	No No No	No No No	No No No	£30.00	Enhanced prisoners only. Permitted models: <u>Cat. No 533/7792</u> - Alba DVD player with LCD display - £24.99 (SCART lead 534/9632 half price @ £2.49 if bought with this product). <u>Cat. No 533/8612</u> - Bush DVD player - £26.99
12.	DVD's	Basic Standard Enhanced	No No Yes	No No No	No No No	No No No		Purchase from Gema Records & Cobb records only. A maximum of 30 DVD's will be permitted IP.
13.	Multiple Plug Adaptor	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£5.00	Trailing sockets type only. Maximum of four sockets, lead length not to exceed 1 m. One allowed in possession. Permitted item: <u>Cat. No 982/7174</u> - Masterplug 4 socket, 1 metre individually switched extension lead - £8.49

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
14.	Scart/Phono Lead /audio cable	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£1.50	Scart/Phono, Phono/Phono Scart Maximum 1.5M Permitted items: <u>Cat. No 534/9632</u> - Alba 1.5m SCART lead - £4.99 (half price if bought with Alba DVD player listed in item 12) <u>Cat. No 534/9625</u> - Bush 1.5m gold SCART lead - £8.99 <u>Cat. No 524/0511</u> - Mini jack to stereo RCA cable - £9.99 <u>Cat. No 524/4579</u> - Alba 305mm audio cable - £9.99
15.	Single One-Way Remote control	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No		Purchase from Argos only. Permitted item: <u>Cat. No 928/9341</u> - Total Control replacement TV remote control - £6.19
16.	Footwear (training shoes)	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£25.00	Standard prisoners by post from approved supplier through the prison shop. Enhanced prisoners may have a max of 2 pairs purchased from private cash in a 12 month period (from date of reception or enhancement - Application form must accompany order). No boots, metal zips/inserts/toecaps/void/compartments in sole, fell/walking type shoes allowed.
17.	a. Footwear (indoor)	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	Flip flops £5 Slippers £5	Standard prisoners by post from approved supplier through the prison shop. Enhanced prisoners may have a max of 2 pairs purchased from private cash in a 12 month period (from date of reception or enhancement - Application form must accompany

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
	b. Footwear (outdoor)	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£25 Sandals £10	order). No boots, metal zips/inserts/toecaps/void/compartments in sole, fell/walking type shoes allowed.
18.	Footwear (weight training shoes)	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£25.00	Must be shoe style. No metal inserts. No plastic/metal spanners allowed, adjustments by gym staff only.
19.	Underpants/vests	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£3.00	Not to cause offence or rivalry. Must not cause difficulty in the maintenance of good order and discipline.
20.	Socks	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£2.00 per pair	No pockets allowed.
21.	T-shirts Polo shirts Button up shirts	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	T-shirt £5 Polo shirt £10 Shirt £10	The pattern, colour and form of decoration should be such as to cause no difficulty in the maintenance of good order and discipline, also should not cause offence to others. Hoods are not allowed. No uniform style button-up shirts or polo shirts in black, white or blue allowed. See note A.
22.	Shorts	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£8.00	Lycra and cargo shorts allowed.
23.	Jeans/trousers	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£30.00	No black or styles resembling prison officer uniform. No cargo/combat style.
24.	Track/Shell Suit	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£30.00	No puffa or quilted type allowed, no cargo/combat style. No emblems that may cause offence. No plain black or navy blue. Zips allowed for fastening garments only.
25.	Pullovers	Basic	No	No	No	No	Pullover	The pattern, colour and form of decoration should

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
	Sweatshirts	Standard Enhanced	Yes Yes	No No	No No	No No	£10.00 Sweatshirt £20.00	be such as to cause no difficulty in the maintenance of good order and discipline, also should not cause offence to others. Hoods are not allowed. No uniform style button-up shirts or polo shirts in black, white or blue allowed.
26.	Hats and gloves	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£4.00	Must not be of prison officer uniform type Not allowed to be worn on visits. Must be easily removed to allow staff to search. No padding/quilting allowed. No ski masks or balaclavas. No mittens, fingerless, or padded gloves allowed. No leather gloves - wool/knitted type only.
27.	Jacket, Short Denim	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No		No hoods. Must be of denim material and the same design as prison issue. No black. Zips allowed for fastening garments only.
28.	Coats	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£40.00 each	No puffed or quilted type allowed, no hoods, no plain black or navy blue. Zips allowed for fastening garments only.
29.	Belt	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£5.00	One in possession only, maximum width 40 mm, plain with attached buckles. Buckle not to exceed 50 mm width.
30.	Pyjamas	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£10.00	Must not be padded/quilted or lined. No plain black, navy blue or white allowed.
31.	Bathrobe	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£10.00	Must not be padded/quilted or lined. Must not have a hood. No plain black, navy blue or white allowed.
32.	Electric Shaver/ Beard Trimmer / Hair Clippers/ Nose Trimmer	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£24.00	Non-rechargeable. All items to be purchased from Argos. Any lubrication oil to be held in hobbies cabinet and controlled by staff. No scissors or accessories allowed except cutting guides. Permitted models:

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
							<p>Shavers <u>Cat. No 443/4335</u> - Braun mobileshave M60b - £17.99 <u>Cat. No 443/1273</u> - Philips 6900 series shaver HQ6940 - £36.49 <u>Cat. No 442/9151</u> - Remington R3130 360 shaver - £35.99 <u>Cat. No 442/8585</u> - Remington R805 rotary shaver - £25.49</p> <p>Beard trimmers <u>Cat. No 440/0046</u> - Babyliss for Men beard and moustache trimmer - £9.99</p> <p>Hair clippers <u>Cat. No 442/5540</u> - Argos value range hair clipper - £6.99 <u>Cat. No 443/2739</u> - Babyliss For Men 8 piece precision clipper - £9.99 <u>Cat. No 442/8901</u> - Wahl colour coded clipper - £15.29 <u>Cat. No Cat No 443/4641</u> - Wahl Afro T pro compact clipper - £19.99</p> <p>Hygienic trimmers (ear, nose, eyebrows) <u>Cat. No 440/6662</u> - Argos value range hygienic trimmer - £1.99 <u>Cat. No 442/2804</u> - Wahl triple head personal trimmer - £8.29 <u>Cat. No 443/3219</u> - Babyliss For Men 3-in-1 hygiene trimmer - £9.99</p>	

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
								<u>Cat. No 441/5976</u> - Philips hygiene trimmer - £12.49
33.	Shaver Adaptor	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£3.00	Permitted item: <u>Cat. No 982/1352</u> - twin pack shaver adaptor - £3.99
34.	Batteries	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No		For permitted personal equipment only that is in-possession. No rechargeable batteries.
35.	Toilet Bag	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£5.00	Not padded or quilted
36.	Personal Toiletries	Basic Standard Enhanced	Yes Yes Yes	Yes Yes Yes	No No No	No No No	£1.00	No aerosol cans. Includes after shave balm and "Attar".
37.	Nail Clippers, (No File), Comb, Flannel, Nailbrush, Hairbrush	Basic Standard Enhanced	Yes Yes Yes	Yes Yes Yes	No No No	No No No	Max £1.00 each item	Approved alligator clipper type only - no plier variety allowed. Comb/hairbrush - plastic only.
38.	Electronic Toothbrush	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No		Battery operated allowed. No rechargeable batteries allowed. Standard toothbrush purchased from canteen. Permitted models: <u>Cat. No 443/3422</u> - Colgate 360 Microsonic power toothbrush - £5.99 <u>Cat. No 443/3515</u> - Colgate Actibrush whitening battery toothbrush - £8.29 <u>Cat. No 443/2753</u> - Colgate Actibrush replacement heads - £3.99
39.	Tweezers	Basic	Yes	Yes	No	No	£1.00	Small pair only.

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
		Standard Enhanced	Yes Yes	Yes Yes	No No	No No		
40.	Earring/stud	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£3.00	Maximum of one pair allowed (2), must be earrings and not used for other body piercings.
41.	Medallion/Neck chain/Bracelet	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£40.00	One of either allowed in possession which must be lightweight (50 grams) and have a maximum length of 510 mm (20 inches). May be used for medallion or crucifix. Medallion must be solid and maximum dimension of 35 mm (refer to 51).
42.	Ring	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	No No No	£30.00	One plain ring with no set stones or raised decoration.
43.	Watch	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£25.00	Wrist or pocket watch allowed NOT with data storage or taping facility. No watches with television remote control/telephone auto dialling/camera facility. No memory card slot. Watch repairs / replacement of batteries by application only. Maximum value of watch purchase is £250.00.
44.	Crockery	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£1.50 per item	One cup and saucer or mug and saucer, 2 plates and one cereal bowl allowed in possession. All items must be made of plastic/melamine only. Can be purchased from approved supplier Riversway Leisure as per local catalogue provided.
45.	Food containers	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£1.00 per item	Plastic only and of reasonable size. Maximum of 5 containers per prisoner. Permitted items: <u>Cat. No 842/4949</u> - Argos value range - 5 pieces - £3.99

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
								Cat. No 842/5058 - Cookworks 3 piece keep fresh containers - £4.99
46.	Cooking utensils, Saucepans, Frying Pan, Wok, Baking Sheet , Roasting Tin, Cake Tin, Silicon baking trays.	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	Pots/pans £5.00 each Wok £15.00 each Other £1.00 each	<p>Max of five items allowed; Plastic cheese grater & utensils allowed (must be wholly plastic); 1 baking sheet (max size 38 x 25 x 2 cm); 1 roasting tin (max size 38 x 25 x 5 cm) no racks allowed. No knives, chip/deep fry pans allowed. Cake tin max size 7" x 2". Heat resistant (rubber) baking trays (max size 38 x 25x 2cm). 1 round casserole/stock pot (see below for permitted items). No Pyrex or items with glass lids.</p> <p>Permitted items:</p> <p>Cooking utensils</p> <p>Oxo range - only the following items permitted: <u>Cat. No 842/3146</u> - Nylon slotted spoon - £4.49 <u>Cat. No 842/3139</u> - Nylon spoon - £4.49 <u>Cat. No 842/3160</u> - Square nylon turner - £4.49</p> <p>Baking sheet / roasting tin (no racks)</p> <p><u>Cat. No 861/3626</u> - Argos value range pack of 2 oven trays - £2.99 <u>Cat. No 861/5576</u> - Cookworks pack of 2 non stick oven trays - £4.99 <u>Cat. No 861/3561</u> - Cookworks pizza & chip trays - £4.99 <u>Cat. No 861/3767</u> - Prestige small non stick roaster - £5.99 <u>Cat. No 860/4415</u> - Prestige large non stick roaster - £8.99.</p> <p>Cake tin / silicon baking tray</p> <p><u>Cat. No 861/5662</u> - Argos value range twin pack</p>

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
							sandwich tins - £2.99 <u>Cat. No 861/2816</u> - Cookworks 5 piece silicon baking set - £19.99 Saucepans (no glass lids) <u>Cat. No 861/3286</u> - Argos value range non-stick silver 3 pan set - £7.99 <u>Cat. No 861/2627</u> - Cookworks easy strain 3 piece non stick pan set - £17.99 <u>Cat. No 861/3224</u> - Cookworks Signature copper base 3 piece pan set - £39.99 <u>Cat. No 861/3798</u> - Cookworks Signature 16cm non stick copper base saucepan - £15.99 <u>Cat. No 861/3808</u> - Cookworks Signature 18cm non stick copper base saucepan - £17.99 <u>Cat. No 861/3815</u> - Cookworks Signature 20cm non stick copper base saucepan - £19.99 Frying pan <u>Cat. No 861/5459</u> - Argos value range 24cm non stick aluminium frying pan - £2.99 <u>Cat. No 861/4986</u> - Cookworks 30cm non stick frying pan - £9.99 <u>Cat. No - Cat No 861/4106</u> - Tefal Simply twin pack of frying pans 20cm &28cm - £19.99 <u>Cat. No 861/3839</u> - Cookworks Signature 28cm copper base frying pan with lid - £29.99 Wok /stir-fry pan <u>Cat. No 861/4979</u> - Cookworks non stick aluminium 26cm stir-fry pan - £9.99 <u>Cat. No 861/5332</u> - Prestige non stick 26cm stir-	

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
								fry pan - £17.99 <u>Cat. No 861/5394</u> - Tefal Fundamental non stick Aluminium 28cm stir-fry pan - £27.99 Casserole / Stock pot Cat. No 861/3451 - Cookworks Signature 22cm cast iron round casserole dish - £24.99 <u>Cat. No 861/3846</u> - Cookworks Signature 24cm copper base stock pot - £29.99
47.	Vacuum flask	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£9.00	Maximum 1 litre flask allowed, this in addition to prison issue flask. Flask must be a sealed unit; flasks with unscrewable bases will not be permitted. Permitted items: <u>Cat. No 927/0518</u> - 0.5L stainless steel flask - £7.99 <u>Cat. No 927/0525</u> - 1.0L stainless steel flask - £12.99
48.	Tin Openers	Basic Standard Enhanced	No No No	No Yes Yes	No No No	No No No	£9.99	Approved type of tin opener (bulk purchase made from Lakeland). Purchase by submitting catalogue order form to catalogue clerk.
49.	Towels/Tea Towels	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£3.00	No plain black, navy blue or white allowed. See note A.
50.	Quilts	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£5.99	This item will be subject to volumetric control limits. Permitted items: <u>Cat. No 127/2624</u> - Argos value 4.5 tog single

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
								quilt - £6.49 Cat. No <u>127/4378</u> - Argos value 10.5 tog single quilt - £6.99 Cat. No <u>127/4103</u> - Warm as toast 13.5 tog single quilt - £14.99
51.	Quilt cover	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£20.00	Single bed size only. Must not be padded or quilted. No plain black, navy blue or white allowed. No blankets.
52.	Pillow (single)	Basic Standard Enhanced	No Yes Yes	No Yes Yes	No No No	No No No	£9.89	This item will be subject to volumetric control limits. Permitted item: Cat. No <u>128/5827</u> - Snorban pillow - £12.99
53.	Pillowcases	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£5.00 each	No plain black, navy blue or white allowed.
54.	Single bed duvet cover set	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£20.00	No plain black, navy blue or white allowed. This will be subject to volumetric control limits.
55.	Sheets /blankets (throws)	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£7.00 each	Sheets for single bed only. No plain black, navy blue or white allowed. Max size 180 cm X 260 cm. Blankets (throws) - max size 160cm x 200cm. Permitted items: Colourmatch supersoft throw 130cm x 170cm - £7.99 Cat. No <u>111/0793</u> Kiwi <u>111/0779</u> Poppy red <u>111/0834</u> Funky fuschia <u>111/0786</u> Cream

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
								<u>111/0810</u> Purple fizz <u>111/0827</u> Mocha <u>111/0803</u> Lagoon Chenille throw 150cm x 200cm - £11.99 <u>Cat. No 111/0944</u> Ruby red <u>111/0999</u> Ivory <u>111/0968</u> Cappuccino <u>111/0951</u> Kiwi <u>111/0920</u> Cassis <u>111/0937</u> Espresso
56.	Curtains	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£20.00 a pair	One pair only allowed. Maximum size 46 wide X 66 drop. Tab top and lined curtains are not permitted. No plain black, navy blue or white allowed.

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
57.	Floor mat	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£23.00	<p>Maximum 1200 mm x 1700 mm for rugs. Maximum 1820 x 610mm for yoga mat.</p> <p>Permitted items:</p> <p>Rugs</p> <p>Plain dye wool rug 1000mm x 1500mm - £24.99 Cat. No <u>120/5969</u> Natural</p> <p><u>121/0459</u> Chocolate <u>121/0466</u> Poppy red <u>121/0473</u> Duck egg <u>924/5017</u> Kiwi <u>927/0484</u> Burnt orange <u>928/8830</u> Purple fizz</p> <p>Shaggy Rug 1100mm x 1700mm - £34.99 Cat. No <u>120/6250</u> Chocolate</p> <p><u>120/5756</u> Natural <u>120/5763</u> Green <u>120/5770</u> Plum <u>120/5787</u> Dark Teal <u>120/5804</u> Black <u>120/5811</u> Red <u>120/4843</u> Fuchsia <u>121/0428</u> Duck Egg <u>926/3958</u> Cinnamon <u>926/3941</u> Cream</p>
58.	Toilet Mat	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£3.00	<p>Must not be padded or quilted. One set per prisoner.</p> <p>Permitted items:</p>

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
								<p>Greek key bath mat set - £7.99 <u>Cat. No 828/3795</u> Cream <u>828/3506</u> Mocha <u>828/0635</u> Blue</p> <p>Colour Match tufted bath & pedestal set - £5.99 <u>Cat. No 828/3513</u> Purple fizz <u>828/1522</u> Cream <u>828/3843</u> Chocolate <u>828/1560</u> Jet black <u>828/1553</u> Mocha <u>828/1601</u> Cranberry <u>828/1584</u> Slate <u>828/1591</u> Soft blue <u>828/4093</u> Lagoon <u>828/1539</u> Super white</p>
59.	Clock	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£25.00	<p>Battery operated only. Maximum diameter 300 mm - not to be fixed to wall. Alarm facility, no bells. Permitted models: <u>Cat. No 255/3579</u> - Constant square quartz analogue clock - £3.99 <u>Cat. No 255/3706</u> - Lorus sweeper alarm clock - £9.99 <u>Cat. No 255/3603</u> - Constant LCD alarm clock - £6.99 <u>Cat. No 255/2020</u> - Seiko LCD alarm clock - £12.99</p>
60.	Desktop Reading Lamp	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£10.00	<p>Desktop reading lamp, Energy efficient bulbs only. One-for-one exchange for replacements. From Argos only.</p>

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
								Permitted models: <u>Cat. No 430/8980</u> - Argos value range black flexible desk lamp - £3.49 Colour Match desk lamp - £6.99 <u>Cat. No 927/3522</u> Cream <u>432/7765</u> Black <u>432/7813</u> Poppy red <u>432/7772</u> Silver <u>927/2619</u> Purple fizz <u>927/2633</u> Orange
61.	Desktop Fan	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£5	Purchase from Argos only. Permitted item: <u>Cat. No 425/1800</u> - Argos value range 7 inch desk fan - £11.99
62.	Local newspapers e.g. Hull Daily Mail, Liverpool Echo etc. For national newspapers see Item 42.	Basic Standard Enhanced	No No No	No No No	No No No	Yes Yes Yes		Local newspapers may be received direct from publishers, providing proof of identity from approved source is attached for clarification. Payment may be made by relatives and friends directly to publisher.
63.	a. Magazines/periodicals	Basic Standard Enhanced	No No No	No No No	No No No	Yes Yes Yes		Order through the prison library. Subscriptions may be arranged in line with policy on magazine subscriptions. Free gifts attached to these items will be sent to reception for processing. If the item is on the current possessions list it will be issued, otherwise to stored property for disposal by the prisoner.
	b. Newspapers							From spends only. May be purchased direct from publisher in line with policy on newspaper subscriptions.
64.	Photographs	Basic Standard	No No	No No	Yes Yes	No No		Family type photographs only. Maximum size 1400mm x 1050mm. No photographs containing

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
		Enhanced	No	No	Yes	No		indecenty. Unglazed only. (Polaroid photographs will have the bottom section removed before issue.) No self portraits allowed or photographs which include a prisoner's own likeness.
65.	Pictures/Posters/ Certificates	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	No No No	£10.00	Unglazed only, maximum size 4' x 2'. See note A.
66.	Photograph album, photograph corners Stamp Albums	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£5.00	Unpadded albums only. Photo "cubes" not allowed.
67.	Calendar	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	No No No	£1.00	Must not be offensive or explicit. Some metal bindings must be removed prior to issue.
68.	Diary / Address Book	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	No No No	£1.00	Must not be padded.
69.	Writing Pads, Envelopes and blank post cards	Basic Standard Enhanced	Yes Yes Yes	Yes Yes Yes	Yes Yes Yes	No No No	£2.00	Maximum of 2 X A4 pads and 2 packs (50) of envelopes and 12 blank post cards sent in at anyone time.
70.	Postage Stamps	Basic Standard Enhanced	No No No	Yes Yes Yes	Yes Yes Yes	No No No		Amount limited to 25 stamps in possession.
71.	Blank greeting cards (not padded)	Basic Standard Enhanced	Yes Yes Yes	Yes Yes Yes	Yes Yes Yes	No No No	50p	Musical cards are not allowed. Not padded. Single cards or pack not exceeding 10 cards allowed via the post
72.	Pens, pencils, ink, pencil sharpener, highlighters	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	Pens £5.00	Sharpener small hand held only. Ink must be water based. Ink and highlighters must be water based.
73.	Ring binders	Basic Standard	Yes Yes	No No	No No	No No	£1.00	Lever Arch files not allowed. A4 size only.

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
		Enhanced	Yes	No	No	No		
74.	Typewriter & replacement ribbons	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No		Permitted models: <u>Staples item No 385075</u> - Brother AX425 portable typewriter - £119.99 & VAT <u>Staples - item No 373722</u> - Brother 1030 correctable ribbons - £5.75 & VAT if 1-2 ordered, £4.31 & VAT if 3-4 ordered, £3.86 & VAT if 5+ ordered.
75.	Smoking requisites	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£5.00	Pipe, tobacco pouch, tinder lighter, pipe cleaners, cigarette rolling machine allowed. One small tin. (All tobacco must be purchased from the Prison Shop.) Max amounts I/P 7 x 15g tobacco or 7 pkts cigarettes or any combination.
76.	Model Kit, Small Sundry Hobbies items	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No		Suitable approved brands only - see guidance notes. No dimension of assembled article to exceed 1050 mm, e.g. small hinges, hooks, small screws, panel pins, clasps, felt lining (2 pkts of each only).
77.	Adhesives/Model Cement/Glues	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No		Acrylic varnish permitted. Washable PVA Adhesive only. Minimum for use allowed, controlled by wing staff. Water based only.
78.	Wood	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No		Maximum of 2100mm square allowed at any one time in possession (i.e. 1050mm x 700mm x 25mm)
79.	Leather and Tools	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No		One small hammer, one light duty leather work hole punch, one pair of light duty riveting pliers and one small knife with lightweight plastic handles, retractable or small fixed blades-all items must be retained & controlled by staff when not in use.
80.	Musical Movement	Basic	Yes	No	No	No		Mechanical only

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			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
		Standard Enhanced	Yes Yes	No No	No No	No No		
81.	Paints and Paint Brushes, Picture Framing Materials	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No		Paints must not be oil-based.
82.	Sandpaper	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No		No Carborundum or emery cloth. Finest grade wet and dry paper is permitted. Issued from wing on a one-for-one basis only.
83.	Canvas, Cartridge Pads, Hardboard	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No		To be used for painting. Maximum size 900mm x 600mm.
84.	Play Station 1 Playstation 2 Gamecube	Basic Standard Enhanced only	No No Yes	No No No	No No No	No No No	£10 Games £20 Console	Two memory cards (maximum size 16MB each) and two controllers allowed per person. All items must be purchased from spends account. Games as per points of entry for CDs. (Only issued in line with agreed published protocols PIN 68/08).
85.	Board games/electronic games (including Gameboy, etc)	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£30.00	Games allowed include electronic games (without data storage facilities), if they are self contained non-programmable units. No magnetic games allowed.
86.	Playing cards	Basic Standard Enhanced	No No No	Yes Yes Yes	No No No	No No No		
87.	Books	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£5.00 each	Direct from approved supplier only. (Also refer to Section E of these notes) See PIN 54/05
88.	Calculator, Spell check, Word finder	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	No No No	£10.00	Programmable or printout type is not permitted. Memory function allowed. Calculator memory function allowed. Spell check, Word finder no data storage facility allowed.

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/ PUBLISHER		
								<p>Permitted models: <u>Cat. No 670/5543</u> - Casio desktop calculator - £6.99 <u>Cat. No 670/5505</u> - Casio scientific calculator FX83GT - £8.99 <u>Cat. No 670/5536</u> - Casio Scientific calculator FX99IES - £16.99 <u>Cat. No 670/0562</u> - Oxford spellchecker ER-1100 - £19.99 <u>Cat. No 670/0579</u> - Oxford Thesaurus & spellchecker ER02100 - £24.99</p>
89.	a. Musical instrument (wind or string)	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£30.00	Instruments will only be allowed if acceptable on security or noise level grounds. Only 1 instrument - wind, string or electronic in possession. Additional guitar strings issued 1 for 1. Approval to be obtained prior to purchase.
	b. Musical instrument (electronic)	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£30.00	No recording facility but may have an integral memory function. To be used with headphones. Only allowed if accept-able on security or noise level grounds. Only one instrument - wind, string or electronic in possession. Battery powered amplifiers permitted. Approval to be obtained prior to purchase. Limit size 96 x 40 cm. No Memory card slot.
90.	Weight lifting knee supports	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£8.00 pair	Slip on supports only, no straps allowed. Permitted items: <u>Cat. No 926/7143</u> - York adjustable knee support - £12.99 <u>Cat. No 926/8087</u> - York adjustable stabilised

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
								knee support - £17.99
91.	Knee/elbow support	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£4.00	Neoprene with Velcro fastenings is only style allowed. Permitted items: Adidas elbow support - £14.99 Cat. No <u>925/9175</u> S/M 29-33cm <u>925/9182</u> L/XL 33-35cm Closed patella knee sleeve - £12.99 Cat. No <u>926/7473</u> (medium) <u>926/7260</u> (large) Open patella knee sleeve - £12.99 Cat. No <u>926/7480</u> (medium) <u>926/7277</u> (large)
92.	Weight Lifting Gloves	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No		Must be purchased from Argos catalogue. Permitted items: Cat. No <u>928/2496</u> - York Aspire weight lifting gloves medium - £5.99 Cat. No <u>300/4209</u> - York multi-purpose gloves large - £9.99 Cat. No <u>928/1954</u> - Nike core training gloves - £12.99
93.	Protein drinks, vitamins, supplements	Basic Standard Enhanced	No Yes Yes	No Yes Yes	No No No	No No No		To be purchased from the canteen or Healthspan. <u>Prisoners are no longer permitted to purchase Creatine and cannot purchase 'food items /tea/coffee from approved supplier.</u>

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			PRISON CATALOGUE	LPL (CANTEEN)	POST	LIBRARY/PUBLISHER		
94.	Yoga mat	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No		Permitted item: <u>Cat. No 924/0043</u> - Airflow exercise mat - £9.99 - carrying straps will be removed by Reception staff prior to issue.
95.	Pedometer	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No		Permitted models: <u>Cat. No 923/7104</u> - Pro Fitness digital pedometer with body fat monitor - £9.99 <u>Cat. No 923/7111</u> - Reebok pedometer with body fat monitor - £14.99 <u>Cat. No 927/9533</u> - Sportline 915 Solo Mens HRM watch - £49.99
96.	Table tennis bat	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£5.99	Permitted item: <u>Cat. No 926/8441</u> - Schildkrot Syed 400 bat - £5.99
97.	Snooker/Pool cues	Basic Standard Enhanced	No Yes Yes	No No No	No No No	No No No	£20	Two piece only Permitted models: <u>Cat. No Cat No 925/8712</u> - Riley Moderno cue and sleeve - £24.99 <u>Cat. No 926/7569</u> - Riley Ken Doherty 2 piece snooker cue - £24.99 <u>Cat. No 925/8729</u> BCE PHAT line cue and sleeve - £29.99 <u>Cat. No 926/8135</u> - Riley 2 piece snooker/pool cue - £19.99

N.B. As per possessions list. Black/Dark Navy, Blue/White clothing is not allowed unless they clearly have contrasting colours in a substantive amount of the materials.

Annex A. - Approved Religious Items.

N.B. As per possessions list. Black/Dark Navy, Blue/White clothing is not allowed unless they clearly have contrasting colours in a substantive amount of the materials.

Buddhism

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
	Prayer Beads	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	Yes Yes Yes	£1.00	Includes pendant showing image of the Buddha.
	Buddha Image	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	No No No	£0.50	Available from Angulimala
	Prayer/devotional literature/audio	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	No No No	£3.00	
	Incense sticks	Basic Standard Enhanced	No No No	Yes Yes Yes	Yes Yes Yes	Yes Yes Yes		Including holder. Max 25 in possession.
	Obsidian Stone	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	No No No	£1.00	

Christianity - All denominations

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
	Cross/Crucifix	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	No No No	£5.00	Max chain length 510mm. Free standing and chain allowed. Crucifix on chain max 50mm

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
	Holy bible	Basic	Yes	Yes	Yes	No	£3.00	
		Standard	Yes	Yes	Yes	No		
		Enhanced	Yes	Yes	Yes	No		
	Prayer/devotional literature/audio	Basic	Yes	No	Yes	No	£3.00	
		Standard	Yes	No	Yes	No		
		Enhanced	Yes	No	Yes	No		
	Rosary	Basic	Yes	No	Yes	Yes	£1.00	
		Standard	Yes	No	Yes	Yes		
		Enhanced	Yes	No	Yes	Yes		
	Posters	Basic	No	No	Yes	No	£3.00	
		Standard	No	No	Yes	No		
		Enhanced	No	No	Yes	No		

Hinduism

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
	Prayer beads	Basic	No	No	Yes	Yes	£1.00	
		Standard	No	No	Yes	Yes		
		Enhanced	No	No	Yes	Yes		
	Images	Basic	No	No	Yes	No	£3.00	
		Standard	No	No	Yes	No		
		Enhanced	No	No	Yes	No		
	Incense sticks	Basic	No	Yes	Yes	Yes		Including holder. Max 25 in possession.
		Standard	No	Yes	Yes	Yes		
		Enhanced	No	Yes	Yes	Yes		
	Gita Holy book	Basic	Yes	No	Yes	No	£3.00	
		Standard	Yes	No	Yes	No		

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
		Enhanced	Yes	No	Yes	No		
	Small bell	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	No No No	£2.00	For use during rituals

Islam

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
	Prayer mat	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	Yes Yes Yes	£5.00	Maximum size 3ft x 2ft. Only one will be exempt from volumetrics, any IP over and above this will form part of volumetrics.
	Prayer cap/Turban	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	Yes Yes Yes	£1.00	
	Prayer Beads	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	Yes Yes Yes	£1.00	
	Islamic clothing	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	Yes Yes Yes	£10.00	Shalwaar Kamees - shirt and bottoms Thobe - Long robe Amamah - Turban Shamaag - Islamic headscarf Topi - head cap Lungi - Clothing worn round the waist Leather socks
	Qur'an Holy book	Basic Standard Enhanced	Yes Yes Yes	Yes Yes Yes	No No No	No No No	£3.00	With clear plastic pouch for storage
	Prayer/devotional	Basic	Yes	No	Yes	No	£3.00	

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
	literature/audio	Standard Enhanced	Yes Yes	No No	Yes Yes	No No		
	Pendant	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	No No No	£1.00	Max chain length 510mm. Casket holding text of Qur'an.
	Plastic jug	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	No No No		For personal hygiene
	Salvak stick / Miswaak	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	No No No		Small tooth brush size twig for dental use.
	Attar (perfume)	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	No No No		Maximum size - 6ml. Spray type not permitted.
	Karbala piece	Basic Standard Enhanced	Yes Yes Yes	No No No	No No No	Yes Yes Yes		Use for prayer purposes by Shia prisoners only.

Judaism

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
	Prayer cap	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	Yes Yes Yes	£1.00	
	Prayer shawl	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	Yes Yes Yes	£3.00	
	Tephillin	Basic Standard	No No	No No	Yes Yes	No No	£2.00	Box containing writing from scriptures. Wrapped around arm & head.

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
		Enhanced	No	No	Yes	No		
	Pendant	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	No No No	£1.00	Max length of chain 510mm. Medallion max 35mm diameter.
	Torah Holy book	Basic Standard Enhanced	Yes Yes Yes	Yes Yes Yes	Yes Yes Yes	No No No	£3.00	
	Prayer/devotional literature/audio	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	No No No	£3.00	
	Tzitzit	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	Yes Yes Yes	£10.00	Religious clothing. Fringe or tassel attached to four cornered garments.

Paganism

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
	Incense sticks	Basic Standard Enhanced	No No No	Yes Yes Yes	No No No	Yes Yes Yes		Including holder. Max 25 in possession.
	Religious Jewellery	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	No No No	£1.00	Pentagram (no sharp edges) necklace or ring. Max length of chain 510mm. Medallion max 35mm diameter.
	Hoodless robe	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	Yes Yes Yes	£10.00	Only to be used during worship
	Twig or wand	Basic Standard	No No	No No	Yes Yes	No No	£1.00	

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
		Enhanced	No	No	Yes	No		
	Rune stones	Basic	No	No	Yes	No		Including bag or box to hold them.
		Standard	No	No	Yes	No		
		Enhanced	No	No	Yes	No		
	Tarot cards	Basic	Yes	No	No	No		Risk assessment required before issue (PSO 4550, Annex H, para 8.3)
		Standard	Yes	No	No	No		
		Enhanced	Yes	No	No	No		
	Chalice	Basic	No	No	Yes	No		
		Standard	No	No	Yes	No		
		Enhanced	No	No	Yes	No		

Sikhism

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
	Comb	Basic	No	No	Yes	No	£1.00	
		Standard	No	No	Yes	No		
		Enhanced	No	No	Yes	No		
	Symbolic dagger	Basic	No	Yes	No	No		Canteen issue only
		Standard	No	Yes	No	No		
		Enhanced	No	Yes	No	No		
	Steel Bracelet	Basic	No	No	Yes	No	£2.00	No Sharp edges. Thin version only.
		Standard	No	No	Yes	No		
		Enhanced	No	No	Yes	No		
	Shorts	Basic	No	No	Yes	Yes		
		Standard	No	No	Yes	Yes		
		Enhanced	No	No	Yes	Yes		
	Turban	Basic	No	No	Yes	Yes	£2.00	
		Standard	No	No	Yes	Yes		
		Enhanced	No	No	Yes	Yes		

NO	ITEM	ELIGIBLE PRISONERS (INCENTIVES LEVEL)	SOURCE OF ENTRY				MAX VALUE (IN THE EVENT OF A CLAIM)	NOTES
			CHAPLAINCY	CANTEEN (LPL)	CHAPLAINCY CATALOGUE	POST		
	Prayer Beads	Basic Standard Enhanced	No No No	No No No	Yes Yes Yes	Yes Yes Yes	£1.00	
	Nitnem Holy book	Basic Standard Enhanced	Yes Yes Yes	No No No	Yes Yes Yes	No No No		