



## SEPARATION CENTRE REFERRAL MANUAL

<b>This instruction applies to :</b>		<b>Reference :</b>
Prisons		PSI 05/2017
<b>Issue Date</b>	<b>Effective Date</b>	<b>Expiry Date</b>
12 May 2017	12 May 2017	N/A
<b>Issued on the authority of</b>	HMPPS Agency Board	
<b>For action by</b>	<p>All staff responsible for the development and publication of policy and instructions (<i>Double click in box, as appropriate</i>)</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> HMPPS HQ</li> <li><input checked="" type="checkbox"/> Public Sector Prisons</li> <li><input checked="" type="checkbox"/> Contracted Prisons*</li> <li><input type="checkbox"/> National Probation Service (NPS)</li> <li><input type="checkbox"/> Community Rehabilitation Companies (CRCs)</li> <li><input type="checkbox"/> NOMS Immigration Removal Centres (IRCs)</li> <li><input type="checkbox"/> Other Providers of Probation and Community Services</li> <li><input checked="" type="checkbox"/> Governors</li> <li><input type="checkbox"/> Heads of Groups</li> </ul> <p><b>*If this box is marked, then in this document the term Governor also applies to Directors of Contracted Prisons</b></p>	
<b>Instruction type</b>	<b>service specification support/delivery of service improvement/legal compliance</b>	
<b>For information</b>	All prison custodial staff	
<b>Provide a summary of the policy aim and the reason for its development / revision</b>	Separation Centre (SC) Referral Manual informs staff of the role of the SC system and sets out the processes and templates for referring a prisoner to the SC system.	
<b>Contact</b>	<p>Operational Manager – Separation Centres Long Term &amp; High Security Estate ( LTHSE) Tel: 01924 612532</p> <p><b>Functional Mailbox for Referrals:</b> Separation Centre, Long Term &amp; High Security Estate ( LTHSE) <a href="mailto:SeparationCentre@noms.qsi.gov.uk">SeparationCentre@noms.qsi.gov.uk</a></p>	
<b>Associated documents</b>	<p><a href="#">PSO 1810 Maintaining Order in Prisons.</a> PSI 13/2016 Managing and reporting on extremist behaviour in custody</p>	
<b>Replaces the following documents which are hereby cancelled: None</b>		
<b>Audit/monitoring:</b> The SC system procedures are subject to local audit in accordance with the agreed audit programme, and external Standards Audit by Internal Audit and Assurance Centre in accordance with Standard 5.		

**Introduces amendments to the following documents: None**

***Notes: All Mandatory Actions throughout this instruction are in italics and must be strictly adhered to.***

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<b>Annex</b>	<a href="#">Separation Centre Referral Manual</a>	All who are involved in considering whether to refer a prisoner for a place in a Separation Centre

## 1. Executive Summary

### Background

- 1.1 This PSI introduces a Separation Centre (SC) Referral Manual. The manual aims to inform staff about the role of the SC system in the Long Term and High Security Estate (LTHSE) and to provide information and guidance to help to decide who may be suitable for SC system referral, and when and how to refer prisoners into the system.

### Desired Outcome

- 1.2 The purpose of the referral process is to identify those prisoners who may require separation from the mainstream prison population in the interests of national security; to prevent the commission, preparation or instigation of an act of terrorism, a terrorism offence, or an offence with a terrorist connection, whether in prison or otherwise; to prevent the dissemination of views or beliefs that might encourage or induce others to commit any such act or offence, whether in prison or otherwise, or to protect or safeguard others from such views or beliefs; or to prevent any political, religious, racial or other views or beliefs being used to undermine good order and discipline in a prison.
- 1.3 The aim is to ensure that prisoners are managed effectively to minimise the risk they pose to the public, wider prisoner populations, staff and visitors. It is vital that the referral documents are completed in full and that reports are accurate, detailed, use appropriate language, and reflect the current risk that an individual presents to allow appropriate referral, selection and management of this high risk prisoner group.

### Application

- 1.4 The referral process is applicable to all adult male offenders in custody. Referrals from outside of the LTHSE are expected to be relatively infrequent and all referrals will require management by those working currently in the area of counter terrorism. Therefore, while all staff involved in contributing to the categorisation and allocation of adult prisoners need to be aware of the SC system and of this guidance, few key staff will require a detailed knowledge of this manual for their day to day duties.

### Mandatory actions

- 1.5 *Governors must ensure that local strategies for the management of prisoners drawn up under [PSO 1810 Maintaining Order in Prisons](#) and PSI 13/2016 Managing and Reporting on Extremist Behaviour in Custody include consideration of a referral to the SC system in appropriate cases where the risk presented by the prisoner cannot be managed in a mainstream location; and that staff involved in implementing these strategies are aware of the SC Referral Manual, the referral criteria and process. Where a referral is judged to be required this must be made by the designated route laid out in the SC Referral Manual.*

### Resource Impact

- 1.6 None. The requirements within this instruction are assessed as being completed within and through existing staffing structures without the need for additional resources at the referring prison. Additional resources have been identified centrally to manage and oversee the implementation and operation of Separation Centres.

(Approved for Publication)

**Executive Director Long Term & High Security Estate, HMPPS**



# Long Term & High Security Estate (LTHSE)

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## **Separation Centres (SC)**

### **Referral Manual**

### **Section 1 Guidance**

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**Section 1 Guidance**

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## Section 1 - Guidance

### Introduction

This referral manual aims to inform you about the role of the Separation Centre (SC) system in the Long Term and High Security Estate (LTHSE) and to provide information and guidance to staff to decide who may be suitable for SC system referral, and when and how to refer prisoners into the system.

Accompanying this guidance document is a second section entitled 'SC Referral and Assessment Pack' which contains all the forms required to refer a prisoner into the SC system, which must be completed as thoroughly as possible in order to evidence risks, and inform the decision making process.

The purpose of the referral process is to identify those prisoners who may require separation from the mainstream prison population in the interests of national security; to prevent the commission, preparation or instigation of an act of terrorism, a terrorism offence, or an offence with a terrorist connection, whether in prison or otherwise; to prevent the dissemination of views or beliefs that might encourage or induce others to commit any such act or offence, whether in prison or otherwise, or to protect or safeguard others from such views or beliefs; or to prevent any political, religious, racial or other views or beliefs being used to undermine good order and discipline in a prison. The requirement is to fully document the risks to enable a decision to be made as to whether selection into the SC system for assessment is necessary to minimise the risk they pose to national security, the public, wider prisoner populations, staff and visitors. It is vital the referral documents are completed in full and that reports are accurate, sufficiently detailed, use appropriate language, and reflect the current risk that an individual presents.

### Overview and Aims of the Separation Centres (SC)

#### Background

Prison Rule 46A defines the categories of prisoners to be held in a Separation Centre. Separation is necessary where those presenting a threat, either in person or by influencing others, cannot be managed within the mainstream population. This may relate to the ability of influential individual prisoners to spread political, religious, racial or other views or beliefs amongst other prisoners to a point where harm is being caused or where motivated individuals are seeking to increase their capability to carry out terrorist acts or challenge the good order of a prison through their beliefs. Without a mechanism for separating these prisoners from the mainstream population, or otherwise placing conditions upon them whilst in custody to control their activities, there is a clear risk that existing resources and control mechanisms will not adequately manage threats to good order and discipline in prisons or prevent national security threats emerging.

#### Aims of the SC system

- To prevent and disrupt terrorist activity by separating those who present a significant threat to national security by actively seeking whilst in custody to build their capabilities or perpetrate terrorist acts.
- To safeguard the mainstream prisoner population from being encouraged or induced to commit terrorist acts.
- To separate and disrupt prisoners who may be attempting to radicalise others, influence peers to adopt identities in prison that challenge our fundamental

values, and/or use criminal dominance to enforce the power of groups who seek to challenge these values.

- To safely manage those prisoners whose actions pose a significant threat to the safety of others and/or the good order or discipline of a prison.
- To provide separated prisoners with the opportunity to reduce their risks through desistance, disengagement and de-radicalisation in the long term.

The Separation Centre regime is as broadly comparable to the mainstream prison population as is possible, with individual risk assessment informing activity and management of the prisoner. Separated conditions are notably different from segregation under Prison Rule 45 in that there is no removal from association; although it is acknowledged that association is within a smaller selected group.

## Identifying the right Individuals

A prisoner may be referred to the SC system as per Prison Rule 46A if placement in a Separation Centre is sought to appropriately manage an individual and any one or more of the following are evident:

### Referral Criteria:

- a) in the interests of national security;
- b) to prevent the commission, preparation or instigation of an act of terrorism, a terrorism offence, or an offence with a terrorist connection, whether in prison or otherwise;
- c) to prevent the dissemination of views or beliefs that might encourage or induce others to commit any such act or offence, whether in prison or otherwise, or to protect or safeguard others from such views or beliefs; or
- d) to prevent any political, religious, racial or other views or beliefs being used to undermine good order and discipline in a prison.

For the purposes of the PSI the following definitions are used:

a) the interests of *national security* – refers to protection against threats such as terrorism, espionage and sabotage, the activities of agents of foreign powers, and from actions intended to overthrow or undermine parliamentary democracy by political, industrial or violent means.

b) to prevent the commission, preparation or instigation of an act of *terrorism*, a terrorism offence, or an offence with a terrorist connection, whether in prison or otherwise – refers to an “act of terrorism” as anything constituting an action taken for the purposes of terrorism within the meaning of section 1 of the Terrorism Act 2000. As defined in the Terrorism Act 2000, terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause. An “offence with a terrorist connection” means an offence listed in Schedule 2 of the Counter-Terrorism Act 2008, which also satisfies the definition in section 93 of that Act. A “terrorism offence” means an offence listed in section 41(1) of the Counter-Terrorism Act 2008. Referral will be on the basis that intelligence or information indicates that the prisoner is actively working to commission, prepare or instigate an act of terrorism or terrorist offence whilst in prison custody and as such may be best managed through separation from the mainstream prison population, e.g. Intelligence or evidence of attack planning such as the active procuring of weapons or explosives to support a terrorist act would be a reason for referral.

c) to prevent the *dissemination* of views or beliefs that might encourage or induce others to commit any such act or offence, whether in prison or otherwise, or to protect or safeguard others from such views or beliefs - refers to preventing the dissemination of views that encourage or induce others to engage in terrorism or terrorist acts. The influencing of others in this regard, particularly those who are vulnerable, with such views, would similarly be a focus of referral and may stretch beyond other prisoners to members of the public. An example would be dissemination of views calling for the death of members of our armed forces, whether in this country or overseas, or advocating or encouraging the participation in violence informed by religious or political views or beliefs.

d) to prevent any political, religious or racial views or beliefs or other ideology being *used to undermine good order and discipline* in a prison – refers to where political, religious or racial views or beliefs or other ideology held by a prisoner are *used* and disseminated to undermine the normal safe Operational of a prison or part of a prison creating a risk to the safety and security of staff and prisoners. This may for example be action that disrupts the normal Operational regime of a prison through incitement of others, such as excluding other groups of prisoners from wing facilities or activities on the basis of political, religious or racist views or beliefs. Similarly directing others to act in a way that presents a safety or security threat to others based on such views and beliefs. This definition of a threat to good order and discipline is separate from the operation of Prison Rule 45 which determines a removal from association. Segregation could still be considered.

In considering the reasons for referral in a) to d) above it is expected that the referral should provide information or intelligence that gives details of the prisoner's:

- *Ideology* - the views being espoused or applied and what motivating factors appear to support these views;
- *Intent* – the factors which enable/encourage the individual to be willing to act/offend for a particular cause/ideology;
- *Influence* – the prisoner's index of influence in a prison or within wider groups; and
- *Capability* – the ability to commit an act of terrorism or other violent act, either themselves or through the inducement of others, or to express ideological views to others that create a threat to security, good order or discipline within the prison environment.

### **Principles of the referral:**

A referral can be commenced by any prison establishment, or agency via the designated route. Before referring a prisoner to the SC system it is essential that:

1. One or more of the referral criteria is met.
2. The risk a prisoner presents in relation to the criteria described above, cannot be sufficiently managed on mainstream location.
3. Consideration is given to how and why other management and existing control strategies are insufficient to protect the public, wider prisoner populations, staff and visitors.
4. The referral to separate will be non-discriminatory, proportionate, transparent and legally defensible.

All decision-making will be an objective assessment of whether the referral criteria is met. HMPPS does not discriminate on the basis of any protected characteristic in the Equality Act 2010, and decisions will be made on individual risk and not broader generalisation. Extreme religious, racial or political views or beliefs are not confined to particular groups, and referral to the SC system applies to prisoners of all religions and beliefs when these views or beliefs are a threat to good order and discipline, national security or connected to terrorism.

## Intelligence based referrals<sup>1</sup>:

It is anticipated that intelligence will play a key role in decision making and may prompt referrals. The intelligence provided to support a referral and to assist in decision-making processes must be:

1. used to inform decision-making and must be used in accordance with legal frameworks and human rights legislation and with due consideration of the evaluation of the intelligence;
2. multi-levelled, i.e. recognise degrees or levels of risk or threat (e.g. in relation to capability, intent and engagement) and must specify whether this threat relates to the offender him/herself, prison officers, other prisoners, or the public;
3. used in a dynamic way, allowing for individuals to have their risk lowered and for intelligence to be dismissed if invalid or out of date; and
4. contextualised, i.e. individuals who prompt concerns and security intelligence around radicalisation must have this information contextualised and embedded within other sources of information.

## Considering the Individual

When contemplating a referral to the SC system, the individual's mental health or the presence of a diagnosed personality disorder should be considered where this is known. There must equally be consideration of the risks of suicide, self-harm, increased vulnerability due to age, health and whether the individual may be placed at increased personal risk in any way from entry into a SC. These factors do not prevent entry into the SC system but need to be considered, and should prompt consideration of whether alternate locations to manage their risk are more suitable or if not prompt the suggestion of an appropriate care and management plan to manage any risks of vulnerability such as the continued use of ACCT procedures. In exceptional cases where very serious risk of harm either in the form of self-harm or risk from others would result from entry into the SC system alternatives must be considered and could prevent entry into separated conditions.

## Mental Health Considerations

Where a team is considering a referral to the SC system they will need to record that they have considered whether a prisoner's mental health could be adversely affected by placement within the SC system and this will be taken into account during consideration of any subsequent referral before selection. Every referral to the SC system must include an initial report (SCR1) from the prison clinical or mental health team, to inform the decision-making of the SC Management Committee (SCMC), and should include details of any previous, current, or planned referrals or admissions into mental health services. An initial report will be submitted at the point of referral based on information held on file and subject to medical confidentiality rules to inform the initial decision whether or not to select a prisoner into the SC system for assessment to be made. A full report would only be commissioned once the prisoner has been informed of the initial referral and advanced for assessment by the SCMC to manage the process of disclosing the referral to the prisoner and seeking their authority for full medical disclosure. The full report (SCR4) must be completed by a member of the mental health team or consultant forensic psychiatrist. The local separation centre manager should advise clinicians completing reports of the aims of the centres and the regime provided in them, prior to completion of the full report. The full report should consider and document:

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<sup>1</sup>  
*Approaches to Violent Extremist Offenders and Countering Radicalisation in Prison and Probation contexts*  
(02 December 2016, Radicalisation Awareness Network)

1. Whether or not the prisoner has a formally diagnosed mental health disorder and, if a formal diagnosis has been made:
  - What that diagnosis is;
  - Who made the diagnosis;
  - When the diagnosis was made;
  - What treatment is currently being provided to the prisoner;
  - How any mental disorder present may contribute to the behaviours leading to referral to the SC system;
2. Whether or not the prisoner is subject to the Care Programme Approach (CPA) and, if the prisoner is subject to CPA:
  - The name and contact details of the prisoner's CPA Care Coordinator (to enable contact to be made with the CPA CC to obtain the most recent CPA documents);
  - The date and location of the last CPA meeting (to enable CPA timescales to be adhered to if the SC referral is accepted).
3. Whether or not the prisoner is subject to the aftercare requirements of section 117 MHA 1983.
4. Whether placement in the SC system will cause a deterioration in mental health, and if so, will the deterioration be serious and imminent, or can it be safely managed and mitigated by support provided in the SC system.

## **Separation Centre Referral Process**

The SC system referral process follows 3 stages; Referral, Assessment, and Decision. The initial referral can take place at any time, as soon as concerns are raised about an individual prisoner. The referral process will ensure that referrals can be made by all prisons and partner agencies. The initial decision and movement of a prisoner into the SC system will be at Stage 2 for a full assessment therefore permitting final decision making at Stage 3.

The referral will require information held at a prison establishment level and involve existing management systems for extremist prisoners. Therefore routine referrals will be managed initially via the Head of Counter Terrorism (CT/CP) at establishment level (LTHSE) or Regional Counter Terrorism Lead (non LTHSE) or will require action by them to inform the referral. From the point of referral the process will be managed by the Long Term and High Security Estate (LTHSE) and the designated Separation Centre Operational Manager. The Separation Centre Management Committee (SCMC) is the decision making body both for initial entry into the SC system for assessment and for formal selection. Decisions will be made in accordance with Prison Rule 46A. A multi-agency multi-disciplinary approach will underpin referral and decision making.

## **Stage 1 –Separation Centre Initial Referral**

**There are 4 types of referral – Routine, Urgent, Re-referral/reconsideration, and Recall following de-selection.**

### **1. Routine Referral Process**

1. When a prisoner is identified as requiring a referral to the SC system, the following procedure must be followed. There is a strong presumption that the referral should not be disclosed to the prisoner at this point due to a likely operational risk to security, order and control that may arise from disclosure of this referral before a decision to assess has been made and an appropriate management plan put in place. Consideration should none the less be given as to whether the referral is an exceptional one which should be disclosed to the prisoner before the prisoner is moved. Before any disclosure is made guidance must be sought from the separation centre operational lead.
2. Prisoners considered suitable for referral to the SC system will usually be identified through existing management arrangements for extremist prisoners regarding concerns relating to their views, beliefs or ideologies being a risk within the prison or outside. Therefore, individual cases being considered for referral should be discussed at the establishment meeting dedicated to the management of extremist prisoners prior to any referral taking place. Where this is not possible due to a referral consisting of sensitive national security intelligence, the relevant agency will raise their concerns directly with the Regional Counter Terrorism Lead (Non LTHSE) or Head of Counter Terrorism (CP/CT) (LTHSE Prisons) who will in turn raise the case at a Regional Multi-Agency meeting. In exceptional circumstances a referral may be referred directly into the National Multi-Agency meeting, notably due to the classification of intelligence.
3. At a Regional Multi-Agency meeting (or the National Multi-Agency meeting in the exceptional circumstances described above), HMPPS and partner agencies will discuss a referral and will identify who is to lead on completion of the referral documentation or collate particular information.
4. The SC system referral documentation will be completed. (The referral forms are provided in [Section 2](#) –SC Referral and Assessment Pack), ensuring the following reports are completed as fully as possible:
  - SC R1 - Referral to the Separation Centre System
  - SC R2 – Security Intelligence Report
  - Case Record if currently managed under PSI 13/2016
5. Upon completion routine referrals must be locally approved by establishment Governors prior to being forwarded to the National Multi-Agency meeting for consideration.
6. The National Multi-Agency meeting will review the initial referral and will identify any other information that may be relevant to the decision. The group will also explore whether alternative management strategies could be used to manage the risks or behaviours identified.
7. Once the initial referral has been considered by the National Multi-Agency meeting and all information collated the referral will be passed to the Separation Centre Management Committee (SCMC) with any appropriate supporting comments and documentation. The SCMC will assess the referral and make the final selection decision at Stage 2 and 3. Referrals should be sent to the Separation Centre (SC) Operational Manager in the first instance for allocation to the next scheduled SCMC.

## 2. **Urgent Referral**

In the event that a prisoner is deemed to pose an immediate threat under Prison Rule 46A, as detailed in the referral criteria, there should be direct consultation with the Head of Security, Intelligence and CT (Long Term and High Security Prisons Group) for LTHSE or Counter

Terrorism Prison Lead (Joint Unit for Counter Extremism) for non-LTHSE. If the case is considered to be so serious, or the implications of a continued stay within the mainstream prison environment poses significant risk under the grounds of referral a prisoner would likely be considered as requiring segregation pending a referral to the SCMC as outlined above. Such a decision to segregate must be made in accordance with Prison Rule 45 and would be subject to ongoing review as required by Prison Rule 45. Where Prison Rule 45 is not appropriate in these circumstances, an “exceptional circumstances SCMC” will be held to assess the risk and make appropriate direction as to whether to immediately locate under Prison Rule 46A or alternative management.

### **3. Re-referral/reconsideration**

The following scenarios may occur following initial referral.

- The prisoner is not selected for assessment and remains in the mainstream population.
- The prisoner is selected for assessment (Stage 2) but not selected on final decision (Stage 3) and returns to mainstream population.

In either of the above scenarios, the prisoner may continue to display behaviours or generate intelligence that identifies risks which cannot be adequately managed within the mainstream prisoner population. In these circumstances and where the grounds of prison rule 46A are met, a re-referral or reconsideration of the case may be put to the SCMC via the National Multi-Agency meeting.

**Re-referral:** If a period of more than six months has elapsed since the previous referral resulting in non-selection for assessment, a re-referral should be submitted in line with the routine referral process, with a new set of reports completed.

**Reconsideration:** If the prisoner has been referred to the SC System within the last 6 months, establishments/ agencies should re-submit the previous referral reports with an updated report to detail the reasons why reconsideration of the case is being requested. Changes to risks and behaviours since the previous referral or completed assessment period must be documented. Additional referral reports may be submitted where relevant. The updated SC referral forms and additional reports, will be submitted to the SCMC, by the National Multi-Agency meeting, to reconsider their decision.

Irrespective of the time elapsed between the first and any subsequent referral, information contained in previous referrals that remains relevant can be considered by the SCMC along with updated or new referral reports. Having access to all the information will ensure the SCMC are able to consider the overall risk that the individual presents and to make an informed decision in respect of SC placement. However the SCMC must also be made aware of any information contained within previous referrals which has become out of date or has been shown to be inaccurate.

The case will be considered in accordance with Stage 2 and Stage 3 of the referral process and as with routine referrals the prisoner will only be notified once he has been selected for assessment by the SCMC when he will be able to make representations

### **4. Recall following de-selection**

Following de-selection from the SC system a prisoner will be monitored by the LTHSE Operational Manager – Separation Centres in conjunction with existing management arrangements for extremist prisoners .They will also have a care and management plan in

place to support their reintegration into mainstream or other location for a period of 6 months, reviewable thereafter. In the event that concerning behaviours begin to be observed that indicate paralleling risks to those previously exhibited, or an escalation in risks observed or identified through intelligence or by other means, the prisoner may be recalled to the SC system without the need for a full referral to be submitted in the 6 month period following removal from the SC system. In such an instance the holding establishment or responsible regional counter terrorism lead (RCTL) should contact the LTHSE Operational Manager – Separation Centres, to discuss the concerns and submit a report including the following information.

- how the prisoner has been managed,
- how the prisoner has responded,
- why the prisoner is being submitted for recall,
- any targets/requirements that are not being achieved,
- any other relevant information regarding risk.

The case will be submitted to the SCMC for consideration at the next scheduled meeting where it will be considered in accordance with Stage 2 and Stage 3 of the referral process and as with routine referrals the prisoner will only be notified once selected for assessment by the SCMC when he will be able to make representations. As per routine referrals, the referral criteria must be met for recall to be actioned.

For urgent recalls the process outlined in Stage 1 Urgent referrals must be followed.

## **Stage 2 – Assessment**

Each new case will be considered at the next scheduled SCMC meeting, where the referral from the National Multi-Agency meeting will be discussed. A decision will be made by the SCMC whether to advance the case for assessment. This committee will be chaired by a Senior Operational Manager appointed by the Director of the Long Term & High Security Estate.

The SCMC is the decision making body and will determine whether entry into the SC system is appropriate on the basis that the referral meets the criteria in Prison Rule 46A and is in line with the principles set out above. This assessment stage permits fuller consideration of reports and enables the prisoner to make representations.

- I. If the prisoner is accepted for assessment, the LTHSE Operational Manager – Separation Centres arranges transfer to a Separation Centre or other appropriate location. At this stage the prisoner is immediately informed on entry into SC system conditions, at the direction of the LTHSE Operational Manager - Separation Centres, of the referral and assessment for entry into the SC system orally and in writing. Sufficient referral information will be appropriately disclosed to the prisoner, detailing the reasons for referral and assessment, within 5 days of being notified of selection for assessment, to permit meaningful representations to be made. Psychology, Mental Health and Offender Management Reports will be commissioned at this stage to provide further information for the SCMC to consider. Additional reports may also be requested. These reports should be completed within 14 days. The prisoner will be given a 21 day period, commencing on the day of entry into the SC system, to make formal written representation. These representations can be made directly by the prisoner (and handed to the local SC staff) or through a legal representative (emailed to the SC functional mailbox) as detailed below. A care and management plan will be created upon entry into the SC system.

- II. If the prisoner is not accepted for assessment the SCMC will refer the case back to the National Multi-Agency meeting for their action, making a recommendation on an appropriate location and management plan if appropriate.

The prisoner will only remain under assessment for the period to allow meaningful representations, for reports to be commissioned and completed and for the SCMC to be able to assess the case fully at the next scheduled meeting.

A prisoner may be deemed to meet the referral criteria by the SCMC, however, due to operational considerations the decision may be taken to not assess the prisoner further or to select following assessment. Such considerations may include the current capacity of the SC system, population management concerns, any ongoing operational incidents, the pending release date of a prisoner, or their personal circumstances. In such cases prioritisation considering risk will occur.

## **Disclosure**

Written reasons for Stage 2 selection for assessment will be given to the prisoner with details of why they meet the criteria under Prison Rule 46A. Sufficient information will be disclosed to explain the rationale for the decision and to permit the prisoner to make meaningful representations.

Information relevant to the decision to refer a prisoner may be withheld from the prisoner in certain circumstances:

- In the interests of national security;
- For the prevention of crime or disorder, including information relevant to prison security;
- For the protection of a third party who may be put at risk if the information is disclosed;
- If, on medical or psychiatric grounds, it is felt necessary to withhold information where the mental and or physical health of the prisoner could be impaired;
- Where the source of the information is a victim, and disclosure without their consent would breach any duty of confidence owed to that victim, or would generally prejudice the future supply of such information.
- Where disclosure is prohibited by law

Any information relevant to the case that is too sensitive for disclosure must be included in SC R2(b) – Security Intelligence Report. The prisoner must be informed of its inclusion at the time of report disclosure. This must include a brief description of the type of information as far as is compatible with maintaining security/protecting other persons. The full referral documents, including the Case Record if currently managed under PSI 13/2016, will not be automatically disclosed. However, sufficient information regarding the reasons for referral and assessment will be disclosed to the prisoner to make meaningful representations, consistent with the SCMC's legal obligations.

## **Representations and Legal Representations**

Prisoners may make representations regarding their placement within the SC system as follows:

- 1) Following notification of being selected into the SC system for assessment at Stage 2, which will be on the day of entry into the SC system, or upon recall into the SC system by the SCMC. Any legal representations should be sent to the LTHSE Operational Manager

– Separation Centres. Representations made by the prisoner should be delivered to the LTHSE Operational Manager – Separation Centres, and can be handed to local SC staff. A period of 21 days is normally provided for representations to be submitted unless an extension is sought and agreed.

- 2) Where a prisoner is not legally represented they may submit representations directly in respect of their referral, recall or assessment. Representations should be sent to the LTHSE Operational Manager – Separation Centres, within the 21 days.
- 3) Where a Letter before Claim in respect of the Judicial Review pre-action protocol is received regarding the referral or selection of a prisoner to the SC system, a response will be provided by the LTHSE Operational Manager – Separation Centres in consultation with LTHSE Litigation or Government Legal Department.
- 4) Representations are to be made in writing. Assistance must be made available to prisoners for whom this causes difficulties, i.e. those who cannot read or write, those with impaired understanding, learning difficulties, those for whom English isn't a first language etc.
- 5) Prison Rule 46A requires the placement of prisoners to be reviewed every three months. Any extension agreed to allow extra time for representations to be submitted will not take the review beyond this period.

### **Stage 3 – Decision**

The Separation Centre Management Committee (SCMC) will consider the referral, any additional reports and the prisoner representations in making their decision.

- I. If the decision is made to select the prisoner into the SC system, the prisoner will be informed of the decision orally and in writing within 5 working days of the SCMC sitting. The SCMC will determine the appropriate location for the prisoner in the SC system and the SC Operational manager will arrange transfer if required from the current SC location.

Every prisoner in the SC system will have a structured care and management plan which is reviewed on a monthly basis. The initial care and management plan will be updated and developed once formal selection has occurred. The prisoner's placement in the SC system will be reviewed by the SCMC quarterly in accordance with Prison Rule 46A.

- II. If the decision is made to not select into the SC system at this time, the SCMC will refer the case back to the National Multi-Agency meeting for their action, making a recommendation on a location and management plan if appropriate. The prisoner will be informed of the decision orally and in writing within 5 working days of the SCMC sitting.

All written notifications will clearly set out the reasons for the decision to select into the SC system.

### **Review & De-selection**

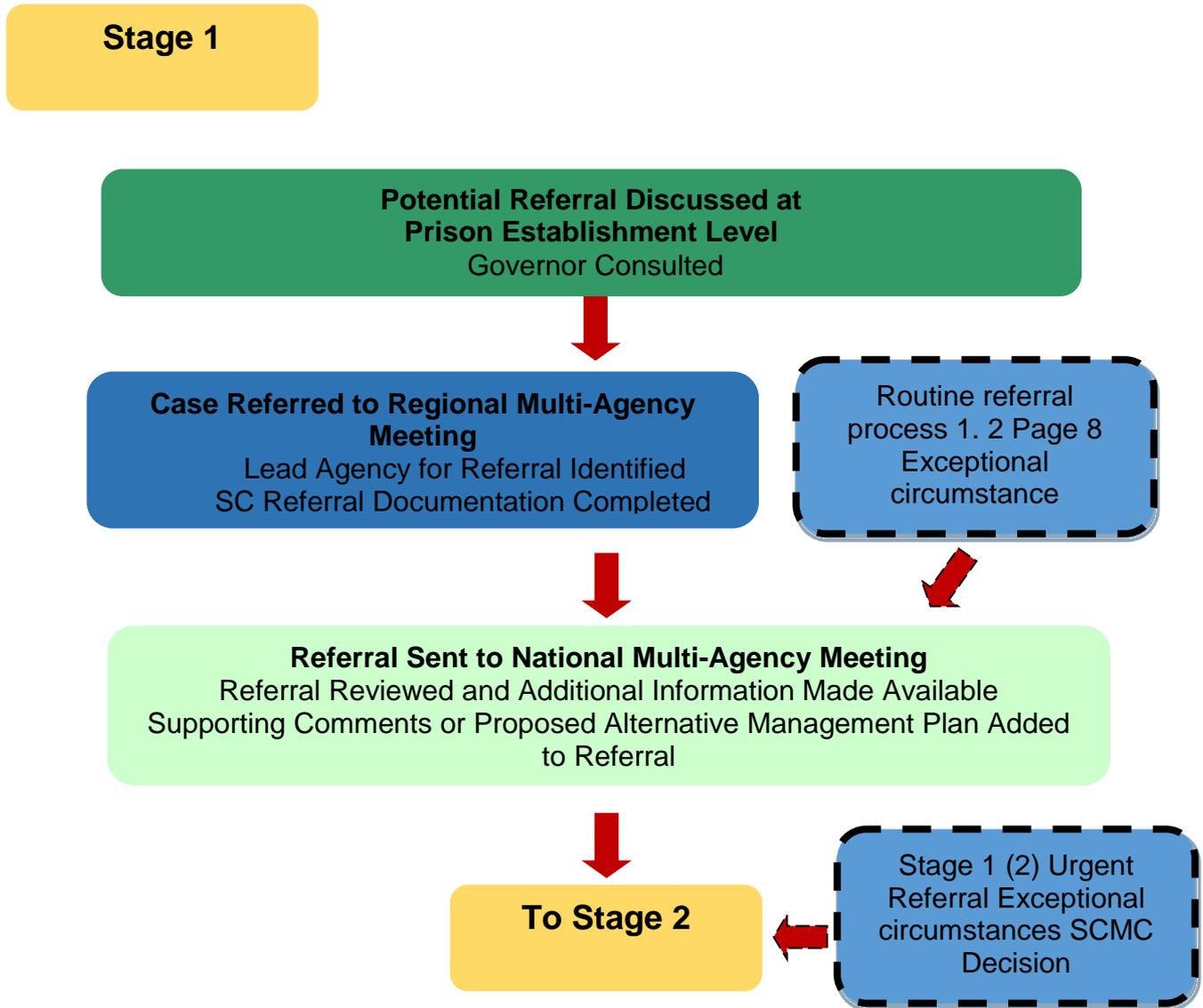
The Separation Centre Management Committee (SCMC) remain the responsible body for all reviews and for considering the de-selection of prisoners from the SC system. All prisoners held in the SC system will be reviewed on a quarterly (3 monthly) basis from the date of the decision to select. The decision to retain the prisoner in accordance with Prison Rule 46A in

the SC system or to de-select them will be taken by the SCMC. The reports to support the quarterly review are available in the Separation Centre Operational Manual and representations from the prisoner will be fully considered on each review.

## General Points

1. The regime in the Separation Centre is that of association and not segregation. In any instance that a prisoner is moved into the SC system for assessment from a segregation unit Prison Rule 45 would cease to apply and the management arrangements for Prison Rule 46A would come into operation. Similarly should a prisoner managed under Prison Rule 46A, be segregated or removed from association, Prison Rule 46A should cease to be applied and the management arrangements for Prison Rule 45 under PSO 1700 and amendments made in September 2015 would come into operation with the appropriate authority and review in line with the rule. A prisoner segregated under Prison Rule 45 directly from Prison Rule 46A will at the end of their period of segregation be assessed immediately by the exceptional circumstance SCMC as detailed in the Separation Centre Operational Manual. They must consider medical considerations and whether they still meet the grounds for separation under Prison Rule 46A and make an interim decision regarding separation. The subsequent monthly SCMC will conduct a full review to confirm that the grounds of Prison Rule 46A are still met and if not the de-selection process should be followed.
2. A member of the Independent Monitoring Board (IMB) will be invited to attend the SCMC every month to ensure independent observation of the decision making process and compliance with the published procedures. Where the IMB member has a concern that the proper process has not been followed or that the decision is irrational in the light of information available to the SCMC, they are able to raise concerns with senior managers, HMPPS directors or ministers as appropriate and detailed in the Separation Centre Operational Manual.
3. The minutes of the SCMC must be approved by the Chair of the SCMC.
4. Where appropriate and subject to classifications the SC Functional mailbox should be used for all submission of referrals and communication. The address for this is: [SeparationCentre@noms.gsi.gov.uk](mailto:SeparationCentre@noms.gsi.gov.uk)
5. Full details of the management of prisoners held under Prison Rule 46A are contained within the SC Operational Manual which can be obtained from the LTHSE Operational Manager – Separation Centres directly. Prisoners entering the SC system will be provided with a copy of the Separation Centre Operational Manual. Prisoners managed under Prison Rule 46A will be subject to the Operational Standards of the Separation Centre which require additional security considerations in accordance with the reasons for separation.

FIG 1  
Separation Centre  
Routine Referral Process Flowchart



## Stage 2

**Separation Centre Management Committee**  
Review Full Referral and Consider Whether to Select for Assessment



**NO**

SCMC will make a recommendation on an appropriate location and management plan and refer the case back to the National Multi-Agency Meeting for their action



**YES**

LTHSD Operational Manager – Separation Centres arranges transfer of prisoner to Separation Centre.  
  
Prisoner informed of referral and selection for assessment into SC System orally and in writing. The reasons for referral, gisted if necessary on security grounds, will be appropriately disclosed within 5 working days to permit meaningful representations.



**Psychology & Mental Health Reports** commissioned and completed in 14 day period & shared with prisoner  
  
SCMC request/commission any other key information.



**21 day Prisoner Representation period**  
  
To be sent to LTHSD Operational Manager – Separation Centres



**To Stage 3**

**To Stage 3**

**Separation Centre Management Committee (SCMC) consider referral, any additional reports and prisoner/legal representations.**

**Decision made on full selection into Separation Centre System**



**NO**

SCMC will make a recommendation on an appropriate location and management plan and refer the case back to the National Multi-Agency meeting for their action



**YES**

Prisoner informed of decision to select into SC System orally and in writing within 5 working days of the SCMC sitting.

SCMC determine appropriate location and LTHSD Operational Manager – Separation Centres arranges transfer if required to another SC.



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**Separation Centres (SC)**

**Referral Manual**

**Section 2**

**Referral & Assessment Documentation**

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**Reasons for referral**

*(Please give full details of the reasons for referral- why the prisoner meets the criteria under Rule 46A)*

*Specifically give details of:*

- (a) Ideology*
- (b) Intent*
- (c) Influence*
- (d) Capability*

**Consideration of alternate management options**

*(Please give details of what other management strategies have been considered and why location in a SC is required)*

Please confirm that supporting information is attached:

PSI 13/2016 Case Record	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
R2 Security Intelligence Report	<input type="checkbox"/>		<input type="checkbox"/>

**Background information on the prisoner:**

*(Please provide a brief summary of the individual's offending history and background, including the details of the index offence or details of charges faced).*

**Summary of custodial behaviour:**

*(Please summarise the individual's custodial behaviour including IEP level, further offending behaviour, wing management issues if applicable)*

**Summary of Offender Management :**

*(Please state the sentence management arrangements for this prisoner, date of the most recent OASys, any relevant information regarding parole or recall dates/processes, public protection factors, victim issues and key sentence planning objectives i.e OBPs.)*

**Summary of segregated periods:**

*(If applicable please state dates and reasons for any periods of segregation, including in CSC/MCBS, and note whether the use of Personal Protective Equipment(PPE) has been routinely required during segregated periods. Please also note if high staffing levels have been required to unlock the prisoner).*

**Details of adjudication history** *(if history is extensive i.e. above 20, please detail last twelve months):*

Date	Charge	Establishment	Outcome	Notes eg. reason for dismissal

**Transfer/location history:**

Date	From	To	Reason

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**Summary of Health/ Mental Health Considerations :**

*(To be completed by a member of the prison clinical or mental health team, from a review of case notes and should include details of any previous, current or planned referral or admissions into mental health services, any issues regarding placement into a SC and/or measures that would need to be taken to support them )*

Name: ..... Signature: .....  
Grade/  
Role: ..... Date: .....

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**Comments on the referral by CT/CP Manager (LTHSE) or Regional Counter Terrorism Lead (non-LTHSE)** *(Please comment on considerations of alternative management strategies other than SC and support or otherwise of the referral)*

Name: ..... Signature: .....

Date: .....

**Countersigned by Governing Governor (or nominated I/C)**

Name: ..... Signature: .....

Date: .....

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**Comments by Regional Multi-Agency Meeting** *(Please comment on considerations of alternative management strategies other than SC and support or otherwise of the referral)*

**Date of Meeting:**  
**Attendees:**

**Comments by National Multi-Agency Meeting** *(Please comment on considerations of alternative management strategies other than SC and support or otherwise of the referral)*

<p><b>Date of Meeting:</b>  <b>Attendees:</b></p>

Initial Referral submitted by National Multi-Agency meeting on	
To be considered at the SCMC meeting for Stage 2 Assessment on	
Decision by SCMC	Select for Assessment/Not selected.
Location of Prisoner for Stage 2 Assessment	
Prisoner informed of Stage 2 decision on	
Prisoner informed of Stage 2 decision by	
Referral documentation disclosed to prisoner for representations on	
Deadline for 14 day Reports	
Deadline for 21 day representation	
To be considered at the SCMC meeting for Stage 3 Selection on	
Decision by SCMC	Selected / Not selected

# SC R2 (a)

## Stage 1 Referral to the Separation Centre System Security Intelligence Report

**Official/Official Sensitive/Secret/Top Secret**

Please provide a summary of security and intelligence information surrounding this individual which supports the reasons for referral, alongside current extremist prisoner management.

Your report should detail any particular information relevant to this referral, e.g., names of prisoners with whom this prisoner should not associate, gang affiliation, involvement in drugs, escape information, threats, assaults, history of violence etc. but does not need to duplicate any Case Record held under PSI 13/2016.

Please type your report. You may use additional pages if necessary.

### PRISON ESTABLISHMENT / HMPPS

<b>INTELLIGENCE REPORTS</b> Please provide information relating to Mercury IRs which support this referral.	<b>Source of Information and date</b> (please indicate whether information is based on evidence or intelligence with grading where appropriate)
Signed:  Print name:  Position held:  Date:	

**POLICE (NPICC) / OTHER AGENCY**

<b>INTELLIGENCE / INFORMATION</b> Please provide information relating to intelligence which support this referral.	<b>Source of Information and date</b> (please indicate whether information is based on evidence or intelligence with grading where appropriate)

Signed:

Print name:

Position held:

Date:

## SC R2 (b)

### Stage 1 Referral to the Separation Centre System

### Security Intelligence Report Non-Disclosable Information

**Official/Official Sensitive/Secret/Top Secret**

Please give details and reasons why it is not appropriate for the information to be disclosed to the prisoner. Please provide an appropriate gist that can be disclosed to the prisoner. If sensitive information is being withheld, a summary gist of the information, or an edited form must be disclosed to the prisoner. Sufficient information regarding the reasons for referral and assessment will be disclosed to the prisoner to make meaningful representations, consistent with the SCMC's legal obligations.

Signed:

Print name:

Position held:

Date:

# SC R3

## Stage 2 Assessment for the Separation Centre System Psychology Report

Official/Official Sensitive/Secret/Top Secret

Please provide a summary of the prisoner's psychology file and any involvement you or a member of the psychology team have had with this individual. Indicate what, if any, assessments have been carried out (e.g. ERG, VRS, HCR-20, PCL-r), along with any recommendations for further assessments. Note any interventions recommended or undertaken. Please indicate your opinion, as evidenced by your report, whether this SC referral is appropriate in order to manage this prisoner, detailing any assessment of the risks this individual presents, and concerns you have regarding future risk.

**Please type your report. You may use additional pages if necessary.**

Name: ..... Signature: .....

Grade: ..... Date: .....

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# SC R4

## Stage 2 Assessment for the Separation Centre System Mental Health/Psychiatric Report

Official/Official Sensitive/Secret/Top Secret

This report must be completed by a member of the mental health team or consultant forensic psychiatrist. Please give a brief outline of the prisoner's current or past contact with mental health services within and prior to custody. Please note whether the prisoner suffers from any mental health/psychiatric condition, whether he has previously received or is currently receiving treatment, and the relevance of his condition and/or treatment to managing his risk. Please record whether a referral to tertiary level MH services is currently being considered or has recently been declined, including details. Please also consider the impact that selection into the SC System may have on this individual's mental health if selected for assessment. Please indicate whether the mental health of the individual can be safely managed within the SC system or whether serious risk of harm may result from location into a SC.

**Please type your report. You may use additional pages if necessary.**

Name: ..... Signature: .....

Grade/Role: ..... Date: .....

# SC R5

## Stage 2 Assessment for the Separation Centre System Offender Manager's Report

Please provide a brief report outlining the sentence management arrangements for this prisoner, date of the most recent OASys, any relevant information regarding parole or recall dates/processes, public protection factors and key sentence planning objectives. Please draw any distinction or parallels between the reason for the referral to the SC System in relation to the offender's history, index offence and progress with his sentence planning.

Please type your report. You may use additional pages if necessary.

Name: ..... Signature: .....

Grade: ..... Date: .....

# SC R6

## Stage 2 Assessment for the Separation Centre System Chaplaincy Report

Official/Official Sensitive/Secret/Top Secret

Please provide a brief report outlining contact with the prisoner being referred and any observations regarding their engagement with the Chaplaincy team.

Please type your report. You may use additional pages if necessary.

**Registered Faith:**

Name: ..... Signature: .....

Grade: ..... Date: .....

# SC R-Add

## Stage 2 Assessment for the Separation Centre System

### Additional report – If relevant (e.g. Primary HCC, education, work)

Official/Official Sensitive/Secret/Top Secret

Report: .....

Please provide a report providing relevant information to support an assessment of the prisoner for the SC System. Please type your report. You may use additional pages if necessary.

Name: ..... Signature: .....

Occupation/Grade: ..... Date: .....