



National Offender Management Service

PUBLIC PROTECTION MANUAL

This instruction applies to:-		Reference:-
Prisons Providers of Probation Services		PSI 18/2016 PI 17/2016
Issue Date	Effective Date	Expiry Date
23 November 2016	11 January 2017	N/A
Issued on the authority of	NOMS Agency Board	
For action by	<p>All staff responsible for the development and publication of policy and instructions</p> <p><input type="checkbox"/> NOMS HQ</p> <p><input checked="" type="checkbox"/> Public Sector Prisons</p> <p><input checked="" type="checkbox"/> Contracted Prisons*</p> <p><input type="checkbox"/> NOMS Immigration Removal Centre's (IRCs)</p> <p><input checked="" type="checkbox"/> National Probation Service (NPS)</p> <p><input checked="" type="checkbox"/> Community Rehabilitation Companies (CRCs)</p> <p><input type="checkbox"/> Other Providers of Probation and Community Services</p> <p><input checked="" type="checkbox"/> Governors</p> <p><input type="checkbox"/> Heads of Groups</p> <p><input type="checkbox"/> NOMS Rehabilitation Contract Services Team</p> <p><i>* If this box is marked, then in this document the term Governor also applies to Directors of Contracted Prisons</i></p>	
Instruction type	Service specification support	
For information	All staff in prison establishments, NOMS IRCs, and CRCs.	
Provide a summary of the policy aim and the reason for its development / revision	This Instruction has been developed to provide guidelines and mandatory actions on the management of prisoners subject to public protection measures, and more generally the management of controlled materials in prison. This instruction has been drafted to reflect the new probation structures (NPS / CRCs).	
Contact	Safer Custody & Public Protection Group Khyati Parmar Khyati.parmar@noms.qsi.gov.uk 0203 334 0535	
Associated documents	PSI 12/2011 Prisoners' Property PSI 46/2011 Tackling Witness Intimidation by Remand Prisoners PSI 47/2011 Prisoner Discipline Procedures PSI 49/2011 Prisoner Communication Services PSI 52/2011 Immigration, Repatriation and Removal Services PSI 72/2011 Discharge PSI 02/2012 Prisoner Complaints PSI 08/2012 Care Management of Young People	

[PSI 30/2013 Incentives and Earned Privileges](#)
[PSI 05/2014 Safeguarding of Children & Vulnerable Adults: Changes to Disqualification Order Regime; and Access to Information on Barred Status of Offenders](#)
[PSI 29/2014 - PI 26/2014 Release on Licence for Foreign National Prisoners Pending Deportation](#)
[PSI 34/2014 - PI 52/2014 Provision of Offender Risk Information to Home Office Immigration Enforcement regarding Foreign National Offenders who are being considered for Deportation](#)
[PSI 40/2014 – PI 56/2014 Mandatory use of ViSOR](#)
[PSI 13/2015 – PI 10/2015 Release on Temporary Licence](#)
[PSI 22/2015 - AI 11/2015 – PI 14/2015 Generic Parole Process \(GPP\) for Indeterminate and Determinate Sentenced Prisoners](#)
[PSI 04/2016 The Interception of Communications in Prisons and Security Measures](#)
[National MAPPA Guidance v.4 2012](#)
[Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children \(March 2015, HM Government\)](#)
[NOMS Risk of Harm Guidance and Training Resource Supplement to Risk of Harm Guidance \(2014\)](#)

Replaces the following documents which are hereby cancelled: PSI 08/2009 Public Protection Manual, PSI 38/2011 Terrorist Notification Requirements, PI 08/2011 Terrorist Notification Requirements, PSI 08/1997 Custodians of Child Protection Registers

Audit/monitoring: Mandatory elements of instructions must be subject to management checks and may be subject to self or peer audit by NOMS HQ staff as judged to be appropriate by the managers with responsibility for delivery. In addition, NOMS will have a corporate audit programme that will audit against mandatory requirements to an extent and at a frequency determined from time to time through the appropriate governance.

Introduces amendments to the following documents: None

Notes: *All Mandatory Actions throughout this instruction are in italics and must be strictly adhered to. Mandatory actions within the Public Protection Manual chapters can be found where the word 'must' is placed in bold.*

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1. Executive summary

- 1.1 The revised version of the Public Protection Manual (PPM) provides the overarching policy on public protection for the prison service. The Manual sets out statutory duties, mandatory actions and general guidance for promoting and providing effective public protection.
- 1.2 Effective public protection requires sharing risk information between departments within prisons, providers of probation services in the community and key partner agencies.

Background

- 1.3 The Manual has been updated to include changes in legislation and changes to probation structures. Where necessary, reference is made to providers of probation services and how we work with them to achieve the shared goal of public protection. The prison service's role as part of the MAPPA Responsible Authority is key to achieving this, which is why MAPPA and ViSOR chapters remain part of the PPM even when there is statutory guidance already provided for (MAPPA Guidance 2012 v.4).
- 1.4 Reference to the relevant risk alerts on Prison-NOMIS have been incorporated into this version of the PPM.

Desired Outcomes

- 1.5 Improvements have been made to the way we manage prisoners who pose a risk to children, and review processes have been introduced to ensure that restrictions and resources are targeted correctly. The way we share child safeguarding information with partner agencies and perform the subsequent risk assessments have been improved to ensure better outcomes for children who may potentially come into contact with the prison service.
- 1.6 A targeted approach has been taken to monitoring prisoners under the harassment measures spectrum with the introduction of the PPIRA forms, and better guidance has been developed to help prison staff in making decisions to permit or restrict controlled materials.

Applications

- 1.7 The core work of public protection in prisons is performed by Offender Management Units but protecting the public is a shared responsibility of all staff working in a prison. It is an integral part of daily prison life.
- 1.8 The PPM should be applied to prisoners by taking into account any identified learning or language needs.

Mandatory actions

Chapter 1 - Risk of Harm

- 1.9 *Prison staff completing risk assessments must be familiar with the principles found in this chapter.*

Chapter 2 - MAPPA

- 1.10 *MAPPA eligible prisoners must be identified on reception. Management of high-risk prisoners must be supported by the IRMT structure. The prison must provide a MAPPA report for all level 2 and 3 prisoners.*

Chapter 3 - ViSOR

- 1.11 *Prison staff must obtain partnership to all ViSOR records in the expected time frame. Records must be managed in compliance with the ViSOR minimum data set with input of risk related intelligence throughout the ViSOR nominal's custodial sentence. Every establishment must ensure they assign a ViSOR lead and each region must have a CPC.*

Chapter 4 - Disclosure & Barring Service (DBS): The Barred List

- 1.12 *Staff must identify prisoners with offences or cautions on the autobar and automatic inclusion offences list and ensure barred offenders are not placed in regulated activity. Correspondence from the DBS must be managed in line with this chapter.*

Chapter 5a - Safeguarding and Promoting the Welfare of Children

- 1.13 *Prison Governors must be familiar with the section 11 and section 28 agency duties set out in the Children Act 2004 and the statutory guidance of Working Together to Safeguard Children 2015.*

Chapter 5b - Person Posing a Risk to Children (PPRC)

- 1.14 *Potential PPRCs must be identified quickly and risk assessed to establish if there is a continuing risk to children. The relevant notifications must be made to Children's Services in the prisoner's home area.*

Chapter 5c - Child Contact

- 1.15 *Requests for child contact from a PPRC or potential PPRC must be considered in line with the process and principles in this chapter. The prison must ensure a review of contact levels is done at least annually, or sooner if there is a change in the prisoner's risk.*

Chapter 5d - Personal Photographs of Children

- 1.16 *PPRCs or potential PPRCs presenting a sexual risk to children must have access to their personal photographs of children considered using the principles in this chapter*

Chapter 6 - Harassment Measures & No-Contact Requests

- 1.17 *'Harassment situations' must be identified on the prisoner's reception and monitored in line with this chapter. Decisions to continue monitoring or discontinue monitoring must be taken using the PPIRA risk assessment forms. Prisoners being monitored for offence-related reasons will remain 'live' cases and must be reviewed even when the decision is taken to discontinue monitoring. No-contact requests are managed separately; there is no blanket requirement to monitor prisoners subject to restrictions under no-contact requests.*

Chapter 7 - Sexual Offender Registration & Notification

- 1.18 *Prisoners subject to registration requirements must be identified on reception and discharged from prison with the relevant paperwork. Timely notifications must also be sent to the police in the prisoner's home area during pre-release stage. Prisoners subject to a Risk of Sexual Harm Order (RSHO) or a Sexual Risk of Harm Order (SRO) must also be identified.*

Chapter 8 - Terrorist Notification Requirements

- 1.19 *Prisoners subject to registration requirements must be identified on reception and discharged from prison with the relevant paperwork.*

Chapter 9 - Foreign National Offenders (FNO)

- 1.20 *Prison staff must ensure that chapter 7 and 8 discharge duties are completed for foreign national offenders transferring to an IRC.*

Chapter 10 - Controlled Materials

- 1.21 *'Controlled Materials' replaces the previous term 'Inappropriate Materials' used in the 2009 version of the PPM. Staff must be familiar with the banned materials list in section 2 of this chapter. Decisions to restrict all other materials must be made on a case by case basis using the guidance in this chapter. Prisoners must be informed when a decision is taken to withhold material and the reasons for this must be given in writing to the prisoner.*

Resource Impact

- 1.22 There is minimal resource impact as a result of the PPM revision. Enhanced risk assessments will require more resource but the outcome will mean targeted public protection.

(Approved for publication)

Phil Copple
Chief Operating Officer

2. Public Protection Manual (Chapters 1 – 10)