

NAME.....

PRISON NUMBER.....



HMYOI Aylesbury

COMMUNICATIONS

COMPACT

HMYOI Aylesbury Induction Unit

HMYOI Aylesbury COMMUNICATIONS COMPACT

PINPHONE SYSTEM AND MAIL MONITORING: TERMS AND CONDITIONS OF USE BY PRISONERS

Issue to all prisoners. Sign attached & file in the prisoners F2050.

You are being allowed to use the Pin phone system on the following conditions:

1. The Personal Identity Number (PIN), which you have been given, will allow you to use the telephone. Only you must use this PIN number. You must keep it safe. You must not let other prisoners use your PIN and must not use another prisoner's PIN.
2. Calling or attempting to call unauthorised telephone numbers, using PIN numbers which are not yours, or handing the phone to another prisoner to continue the conversation initiated by the original prisoner on their PIN number may result in disciplinary action against you.
3. The telephone numbers you have on your personal list will be held on your individual account on the computer database which runs the Pin phone system and stored in accordance with the provisions of the Data Protection Act 1998.
4. **CONVERSATIONS WHICH TAKE PLACE USING PRISON PINPHONES WILL BE RECORDED AND MAY BE MONITORED BY PRISON STAFF. PINPHONES CAN ONLY BE USED BY PRISONERS WHO CONSENT TO THIS.**
5. The exception to paragraph 4 above is that calls to your legal advisers (as registered on your Pin phone account), the Samaritans, the Prison Ombudsman and the Criminal Cases Review Commission are regarded as privileged and will not be recorded or monitored except where the Governing Governor has reasonable cause to believe that the calls would endanger prison security or the safety of others or are otherwise of a criminal nature. The decision will be taken by the Governing Governor personally. In such circumstances recording will continue for no longer than necessary to establish the facts and to take any action necessary.
6. You should also be aware of the conditions on use of the telephone set out in Prison Service Standard 41 (a copy of which is available in the prison library). Breach of those conditions may result in a disciplinary charge being laid against you.
7. This form may be used as evidence in any subsequent adjudication involving abuse of the telephone.
8. **FAILURE TO ABIDE BY THESE CONDITIONS MAY RESULT IN WITHDRAWAL OF ACCESS TO THE TELEPHONE AND DISCIPLINARY ACTION UNDER PRISON RULE 51 (YOI RULE 50).**
9. On production at court you will not take the money held on the PIN phones to court. If you insist on having money with you it will not be possible for you to make calls the evening before your court appearance and there will be a potential delay of at least 24 hours on return from court before you can have money credited to your PIN phone account (or longer if you are returned on a Friday).

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On final discharge you can request that a sum be left in your account for you to make a call the evening before discharge. If you are discharged from court the money can either be sent on to you at the address provided, or you can return to the prison to collect it. On final discharge any sum not used will not be forwarded to you but credited to NACRO as unclaimed private cash (as set out in chapter 13, finance PSO 7500).

10. No credit cards calls, collect or diverted calls via other telecommunication providers are permitted.
11. Phone calls must not include any of the following;
 - a. Plans or material which would assist or encourage any disciplinary or criminal offence
 - b. Escape plans or material that might jeopardise the security of prison
 - c. Material which might jeopardise national security
 - d. Material associated with the making of any weapon, explosive, poison or other destructive device
 - e. Obscure or coded messages
 - f. Material which would create a clear threat, or present danger of violence or physical harm, to any person, including incitement or racial hatred, or which might place a child's welfare at risk.

Written Correspondence – Letter writing

ALL INCOMING MAIL AND OUTGOING MAIL MAY BE MONITORED

It is one of the roles of the prison service to ensure that contact with the outside world is encouraged, especially between the prisoner and his family and friends. At the same time, the prison service has an overriding duty to hold prisoners in lawful custody in well-ordered establishments, and to have regards for the preservation of crime and similar considerations, and some regulation of prisoner's communications is therefore necessary.

The correspondence of prisoners at HMYOI Aylesbury is subject to a percentage of routine reading, which is what the guidance specifies – and this is done on a totally random basis.

However, routine reading may also be used in the following cases:

- a. If it will assist in preventing or detecting criminal activities and the good order of the establishment. Such reading should continue for no longer than is strictly necessary.
- b. If a particular prisoner or his correspondence attempts to infringe any of the restrictions on correspondence set out in The National Security guidance.
- c. If reading may be in the prisoners own interest (for example if a severely distressed prisoner receives bad news).

Incoming mail afforded the protection of Rule 39 will not normally be opened. However, it should be recognised that it may be opened accidentally or in error if it is not clearly marked in accordance with Rule 39. You will be notified of any instances when this happens. Breaches of this privilege will result in mail being opened in your presence.

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The prisoner must be given a copy of these terms and conditions to keep and the signed copy must be held in the core record (F2050)

PINPHONE SYSTEM AND MAIL MONITORING: TERMS AND CONDITIONS OF USE BY PRISONERS

I have read and understand the terms and conditions of use of the PIN telephone system and understand that my mail maybe randomly monitored, I agree to them.

Name: _____

Prison Number: _____

Prison: _____

Signed: _____

Date: _____

If the prisoner refuses to sign the document or has literacy problems the officer should read the document over to them and endorse the form accordingly.

Witnessed by: _____

Name: _____

Job Title: _____

Welcome to HMYOI Aylesbury
We have rules for the good of the community.
Please respect them for the benefit of all living here.

HMYOI AYLESBURY
HMYOI AYLESBURY RULES AND REGULATIONS

- To be properly dressed at all times – trousers round waist etc.
- To be out of bed by 8.00am (07:50hrs up, dressed and ready for Enhanced showers and phone calls)
- To keep your cell clean and tidy
- Posters to be displayed on picture boards only, and must not display anything of a racist or sexist nature.
- Cell bells are for emergencies only
- No sheets, blankets or papers covering windows or observation flaps
- To keep noise at acceptable level
- Personal property to be kept within volumetric control guidelines
- Tins to be opened at meal times and be disposed of correctly
- Cell bins to be left outside cell at tea time and will be emptied by a designated person
- No stopping or talking at other young prisoners doors
- A "one man, one meal" policy is in operation at meal times
- To report sick by 8.00am (to be seen during day) or by 17:30hrs (to be seen during evening)
- No phone calls during the day unless authorised by wing staff
- All razors to be handed in before you leave for work / education
- Any young prisoner found in laundry or servery without permission will be placed on report
- No young prisoner to have excess kit
- TV must be turned off when you leave your cell.
- No use of lines to pass things to others
- Canteen and Menu sheets to be returned by teatime Sunday at the latest
- Smoking is permitted in cells only (Segregation unit is completely non-smoking)
- Eating permitted in cells only
- You must attend work as required

**IF THESE RULES ARE NOT ADHERED TO, IT MAY RESULT IN YOU BEING
DOWNGRADED ON THE IEP SCHEME OR RECEIVING A MINOR / GOVERNORS REPORT.**

Officer:

Prisoner:.....

Date:.....

HMYOI Aylesbury Induction Unit



Ministry of
JUSTICE

National Offender
Management Service

Custody Compact

Name:	Prison number:
Date of Birth:	Establishment:

The Custody Compact sets out your responsibilities and the benefits you may receive if you meet those responsibilities. It also tells you what will happen if you do not comply with the compact.

The aim of the compact is to help you understand your responsibilities and make the most of the opportunities and earned privileges available in custody, to help you avoid re-offending when you are released. It will make the prison a place where there is respect between prisoners and staff.

We expect you to:

- Keep to prison rules, and not do anything that will get you placed on adjudication.
- Follow instructions given to you by staff.
- Keep to the prison's Incentives and Earned Privileges policy.
- Address your offending behaviour, where applicable, by actively taking part in your sentence planning or any other work staff identify that you need.
- Not to commit any further offences in prison
- Not use drugs (except those prescribed to you by the doctor), and not to make or use alcohol.
- Be responsible in your actions, be polite and treat all prisoners and staff with respect; listen to others' points of view. Not be abusive, aggressive or violent to others and not swear or shout at other people.
- Follow the prison regime and participate fully with it; be ready in good time for work, be in your cell in good time for lock-up, take up work opportunities offered to you, and where necessary, attend for drug testing, interviews etc when required.
- Work hard and use your time constructively.

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- Take responsibility for your behaviour and for your progression through your sentence.
- Be involved in discussions about your progress.

We will:

- Treat you with respect, and provide you with support to help you keep to the compact.
- Encourage you to address your offending behaviour and provide as much support as possible to help you to do that.
- Make time, where possible within the daily routine, to listen to you and try to understand your needs, and help you deal with questions or problems you have.
- Take seriously any genuine complaints you have, and try to deal with them appropriately.

As part of this compact, you will:

- Be part of the Incentives and Earned Privileges scheme (IEP). This gives you the chance to earn extra privileges, which might include (depending on the prison): extra visits, wearing your own clothes, higher rates of pay, access to more private cash, extra gym sessions.
- Have the opportunity to be considered for any training courses that are specifically linked to employment on release.

Failure to abide by the compact or to observe the terms of this compact means:

- There are privileges you will not be able to earn and you may still lose some standard privileges (such as in-cell TV) if your behaviour is not acceptable.
- You will not be eligible for certain training courses that are specifically linked to employment on release.

You are expected to behave well in prison. If your behaviour is considered to be poor - such as not following prison regime, being disrespectful to staff or prisoners, breaking prison rules - you may be subject to disciplinary action (such as adjudications) and this can affect opportunities such as release on temporary licence, early release, parole and so on.

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During your sentence you will be asked to read, sign and comply with other compacts that are to do with certain programmes, interventions and privileges. These compacts will have a set of different expectations you *must* follow as well as (not instead of) the expectations on this Custody Compact.

This Compact is a voluntary agreement between you and the prison/YOI. You do not have to sign it to gain access to the benefits it offers. However, if you fail to comply with the terms of the Compact you may be subject to the action outlined above.

I understand this compact and agree to the terms and conditions:

Prisoner signature:.....

Induction Officer/Offender Supervisor signature:

.....

Date:.....

**YOUNG PRISONER'S COMPACT
INCENTIVES AND EARNED PRIVILEGES SCHEME**

HM Prison Service Statement of Purpose

Her Majesty's Prison Service serves the public by keeping in custody those committed by the courts. Our duty is to look after them with humanity and help them lead law abiding and useful lives in custody and after release.

Aylesbury Regime Statement of Purpose

We will provide an environment that complies with Health, Safety and Hygiene Regulations. We will encourage young prisoners to live peacefully with each other, irrespective of race, religious beliefs, sexuality or social circumstances. Employment, participation in group work and addressing offending behaviour will be encouraged.

1. *HMYOI Aylesbury will provide you with:*

A. At basic level

- *Clean, safe and hygienic accommodation in a healthy and well kept young offender institution*
- *Access to all rules and regulations applying to you*
- *Adequate clean bedding and clothing and the facility to have them regularly laundered*
- *2 hour physical education per week and the opportunity for our PE staff to assess your needs*
- *A personal officer to support and help you with any matter*
- *Access to a seconded probation officer*
- *An OASys board to help you develop a sentence plan for your time in Prison*
- *An opportunity to gain purposeful employment and education (subject to workshop risk assessments) within the establishment. Also where possible, training which is related to any targets set within your OASys plan, and addressing your offending behaviour*

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- Access to Chaplaincy and to attend religious services
 - A good quality healthcare, with professionally qualified staff and a modern well equipped Healthcare Centre in partnership with the NHS.
 - A well balanced diet offering choice, variety and catering for the needs of all
 - Encouragement for positive communication with family and friends by provision of letters, access to pay telephones and an allowance of two visits per month
 - A Listeners scheme. The opportunity to talk to Samaritans or Listeners (young prisoners fully trained by the Samaritans), on matters which are personal or you do not wish to talk to staff about
 - Access to read reports written about you (subject to national Guidelines) and reasons will be given for any decisions made about you
 - Access to library facilities, to order goods from the prison canteen and private cash (subject to regime limitations)
 - The opportunity to take exercise in the open air on a daily basis, and allow you 1 hour of association at weekends
 - Facility list
 - The opportunity to shower and use the telephone every 2 days unless operational needs dictate otherwise
- B. At Standard level (in addition to A)**
- 1 extra privilege visit per month (Wednesday/Thursday PM only)
 - The opportunity to have an in cell television
 - Association with other young prisoners for a minimum of 1 hour per day (if staffing levels permit)
 - The opportunity to wear your own training shoes
 - The opportunity to use electronic hand held games in cell.
 - Facility list
 - The opportunity if selected to be a team member on one or more of HMYOI Aylesbury's sporting squads
- C. At Enhanced level (in addition to A & B)**
- 1 extra privilege visit per week (Wednesday/Thursday PM only)
 - Association with other young prisoners for a minimum of 2 hours per day (if staffing levels permit)
 - Additional items from the facilities list available exclusively to Enhanced young prisoners
 - A maximum spending limit on any one item (details of limit available)
 - Facility list
 - The Opportunity to wear own clothing (T-Shirts) on wing. (Wearing T shirts off of the wing will result in a regime review)

2. To qualify for Standard Level HMYOI Aylesbury expects you to commit to:

- Fully comply with wing rules, regime rules and prison rules (available on request or from the library)
- Treat staff, other young prisoners and all other people with respect whatever their race, religious beliefs, sexual orientation or social circumstances
- Refrain from any use of violence
- Not to bully, threaten or intimidate anyone
- Refrain from alcohol and any involvement with controlled drugs and to co-operate with the Mandatory Drug Testing programme
- Not steal, borrow, lend or possess any property that does not belong to you
- Not to act in a way, or display material, that is offensive to others e.g. sexist/racist/homophobic
- Participate fully with the regime
- Comply with all lawful instructions given by staff
- Maintain a high level of personal hygiene and keep a clean and tidy cell
- Comply with the establishment's smoking policy
- Be actively involved in your OASys and be committed to the realisation of your agreed targets
- Not to deface or damage any property within or belonging to the establishment or anyone within
- Keep all noise to an acceptable level
- Express your views, request/complaints etc in a reasonable and constructive way
- Uphold the violence reduction strategy

If you are on the Basic Level

In order to return to the Standard Level you will be expected to show a pattern of good behaviour consistent with that required for the Standard Level. Your Personal Officer and other wing staff will work with you and try and prepare you for the Standard level. In particular they will offer advice and guidance on your progress towards meeting the improvement targets that will have been set when you were initially moved to the Basic Regime. These targets will relate to the specific aspects of your behaviour that were deemed unacceptable and resulted in you being placed onto Basic Regime. A copy of these targets will be given to you.

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3. *To qualify for Enhanced Level you must normally demonstrate that*

- Achieved three monthly behaviour scores of 45 or above over a three month period, or have documented evidence of Enhanced status at your previous establishment. Personal Officers will contact the sending Establishment if there is a dispute over the prisoner's regime level.
- Have committed yourself fully to the behaviour expected at Standard Regime
- Are using your time in custody as usefully and constructively as possible, and engaging fully with your OASys plan
- Are willing to participate in a Voluntary Drug Testing programme
- Are employed or involved in Education on a regular basis. If you are not in employment you must be actively seeking employment
- Have remained free of any guilty verdict in an adjudication within the past three months
- Have not been seen on Stage Three of YPDU monitoring in the past three months
- Uphold the violence reduction strategy

Should you meet the above criteria your Personal Officer will be pleased to help you fill in an application for the Enhanced Regime. A board will then convene consisting of yourself, your personal officer, and a Senior Officer where a decision will be made as to your suitability depending on your behaviour on the wing, work/education, security and any thing you may wish to add to support your application.

4. *If you fail to comply with this compact you may*

- Be formally warned in writing (a behaviour warning) that your behaviour is below that expected of you
- Have your behaviour considered by a board that will decide whether or not you should retain your place on the enhanced/standard regime or whether or not you should be moved to a regime more appropriate to your behaviour
- Make your representations to the board (you will always, where possible, be present at any board which is considering moving you to a lower privilege level)
- Be charged with a disciplinary offence under Young Offender Rule 55, where failure to comply with this compact is an offence.

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You will be informed in writing of any decision that may adversely affect you. You may also appeal to the Head of Residence (or through the request/complaints system) against the decision of any review board.

5. If HMYOI Aylesbury fails to comply with this compact

If HMYOI Aylesbury has failed to comply with this compact, you should first see your Personal Officer or other Officer to complain. We will try to put right any failures on our part, or provide an explanation for why we are unable to do so. This compact is not intended to be legally enforceable in the courts, but should you remain dissatisfied you may

- See your Wing Manager (Senior Officer)
- See the Head of Residence
- See a member of the IMB
- Write formally to the Governor (using the Complaint system)
- Write to the Prison Ombudsman (If after complaining to the Governor you are still dissatisfied)
- Write to your Member of Parliament, Solicitor or any other outside body.

We agree to the terms and conditions of this compact

.....
Personal Officer Signature
(on behalf of the Governor)

.....
Name

.....
Date

.....
Young Prisoner Signature

.....
Name

.....
Date

Refused to Sign - Yes / No

This compact is a voluntary agreement between you and HMYOI Aylesbury.

You do not have to sign it to gain access to the benefits it offers.

However, if you fail to comply with the terms of the compact you may be subject to action under section 4 above.

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In the event of fire

If evacuation procedures become necessary in the event of fire:

- Ensure that the alarm has been raised by activating the system by means of a break glass, informing a member of staff or shouting fire.
- If you are in your cell and you hear the fire alarm, DO NOT use your cell bell or bang your door, staff will let you out and instruct you in what to do. Remember that noise will cause confusion and may lead to panic.
- Listen to instructions given to you and follow them quickly and calmly. Do not wait for friends or re-enter an area to collect personal possessions.
- If you are trapped in a room by fire outside, block gaps around the doorway with bedding, clothing or suitable materials as this will slow the entry of smoke to the room. Move to the furthest point from the door and wait for help to arrive. Open any windows that will allow fresh air to enter and stand by it. If there are no windows and smoke starts to build up in the room, maintain a body position as close to the floor as possible, this is where the most clean air will be.
- In the event that a fire should start in your cell, be aware that staff will fight the fire from outside the cell door, using the fire access point on the door. Staff will continue to do this until the arrival of the Fire Brigade who will take charge of the situation and affect your rescue.
- Fighting fire is the task of staff until the Fire Brigade arrives. Do not attempt to fight the fire yourself.
- Remember, respect the fire equipment that is located around the establishment. It is there for your safety.

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HMYOI Aylesbury FOREIGN NATIONALS INTERVIEW FORM

1	Family Name		First Name			
	Do you use any other names?					
	Number		Location		Place of Birth	
	Type of Passport or Travel documents?				Date of Birth	
	Location of passport/document? Number if known					
	Do you have any other evidence / documents to establish your identity					
	Where was passport/documents issued?					
	Personal History					
	What faith do you practice?					
	What is your ethnicity?					
4	Have you been in prison before? If so when?					
	Court received from this time?					
	Do you wish the prison to refer you to an outside support agency?					
	Y / N					
	Where is your usual place of worship?					
	Financial					
5	Do you have savings or assets?					
	Approximate value					
	Who was your last employer in your home country?					
	Are you aware of any reasons that might affect legal aid?					
	Additional Information					
5	If bail was an option, address you can live at?					
	Will anyone support you? Who?					
	Is there anyone who can act as a surety?					
Interviewer Signed:		Print Name		Date:		
Prisoner Signed:		Print Name		Date:		

Form only to be used for Foreign National prisoners

