
STATES OF JERSEY



STATES OF JERSEY PRISON SERVICE: H.M. PRISON LA MOYE – ANNUAL REPORT 2012

Presented to the States on 3rd May 2013
by the Minister for Home Affairs

STATES GREFFE



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H.M. PRISON LA MOYE

ANNUAL REPORT 2012

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INTRODUCTION

I am pleased to report on the performance of the Jersey Prison Service during 2012. It proved to be a very productive and successful year.

Prisoner numbers were down on 2011 figures with a daily average of 157 and a peak of 170, in comparison with 184 and 200 in 2011.

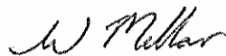
A new Visit Centre/staff training and rest area was constructed on site and handed over late November. This is an excellent facility and brings another part of the prison up to modern day standards.

The introduction of the new Operations Prison Officer grade has worked very successfully and improved our efficiency.

The commitment to staff personal development continued with some remarkable achievement documented in body of this report.

The positive changes in the management of the Jersey Prison Service were recognised when it won the CIPD (Jersey Branch) Award for the "Most Successful Change Management Programme in 2012". The Service was also short-listed for the Jersey Enterprise award for the 'Large Enterprise of the Year'.

In conclusion, I am delighted to report on another very good performance by the Jersey Prison Service and I take this opportunity to thank the staff at the prison for their commitment and support during 2012.



Bill Millar
Governor

MISSION STATEMENT

- H.M. Prison La Moye will provide a healthy, safe, secure and stimulating environment for all who live and work here. Prisoners will be encouraged to address their offending behaviour and to become involved in education and work related training, which will enable them to live a law-abiding and purposeful life in custody and after release.
- Supportive relationships with families will be facilitated in order to maintain the positive links that will ensure a successful return to the community. In partnership with other agencies the prison will provide effective ways to reduce crime and its resultant social and economic costs.
- Our aim is to be a model of best practice and an example to other prisons.

PRIMARY AIMS

- Protection of the public by keeping in custody those persons committed to us by the Courts in a safe, decent and healthy environment.
- Reduce re-offending by providing constructive regimes, which address offending behaviour and which improve educational and work skills.
- Supporting offenders' positive relationships with their families in order to assist their successful return to the community.

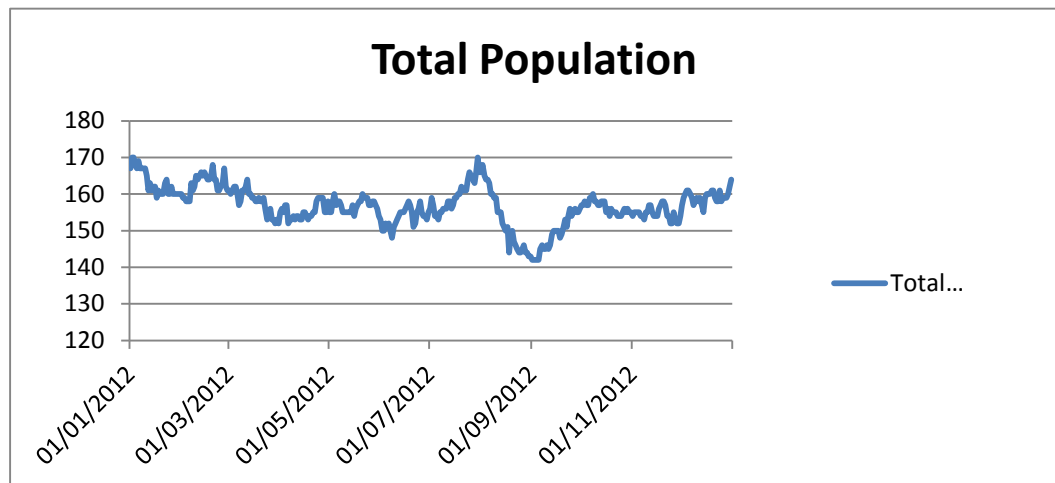
1. STATISTICS

1.1. Breakdown of Prisoner Accommodation

Wing	No. of Cells	No. of Prisoner Places	No. with access to in cell toilet
H (Females)	31	35	35
K3 (Young Offenders)	20	26	26
J Wing (Vulnerable Prisoners)	41	62	62
K 1&2 (Adult Male Mainstream)	26	31	31
L Wing (Adult Male Mainstream)	60	87	87
G Wing (out workers)	22	14*	Communal facilities
Total	200	268	243

*a restricted number of cells designated for use in G Wing

1.2. Total population during 2012



1.2.1.

Population	2008	2009	2010	2011	2012
Maximum Daily Population	193	199	199	200	170
Minimum Daily Population	171	167	163	163	142
Average Daily Population	181	184	178	184	157

1.2.2.

Receptions			
Male Reception	313	Sentenced to imprisonment or youth detention	154
Female Reception	19	Non custodial disposals plus those released from court as time served on day of sentencing	134
		In custody but on remand on 31st December	44
Total Receptions	332		

1.2.3.

Length of Sentence	
<= 1 Month	43
> 1 Month and < 3 Months	31
>=3 Months and < 6 Months	13
>= 6 Months and <= 12 Months	15
> 12 Months and <= 24 Months	23
> 24 Months and < 60 Months	23
>= 60 Months and < 72 Months	3
> 72 Months	3
Life	0
Total	154

1.2.4.

Young Offenders	Male	Female	Total
Number of prisoners < 21 Years received into Youth Detention (including those under 18)	29	8	37
Number of prisoners < 18 Years received into Youth Detention	2	5	7

1.2.5.

Previous Convictions	
Receptions known to have been previously imprisoned	183

1.2.6.

Countries of Origin	
Jersey Born	166
United Kingdom	72
Portugal	40

1.2.7.

Temporary Releases (number of prisoners x the number of days released)	
External Work	2016
External Healthcare	27
Home Leave	219
Total	2262
Number of Individual Prisoners Released	52

1.3. Discipline

- 1.3.1. During the year, 252 misconduct reports (several for multiple offences) were submitted for contravening prison rules. 85 adult prisoners were involved, (78 male, 7 female) and 8 young offenders, (5 male, 3 female). Of these 9 were referred to the police for investigation.
- 1.3.2. Of the reports submitted against adult prisoners 37 had more than one report, the highest being one with a total of 20. Of the reports submitted against young offenders, only one had more than one, with a total of 7.
- 1.3.3. The longest period of cellular confinement awarded was 14 days and the longest period of loss of any other privilege was 35 days.
- 1.3.4. A breakdown of the punishments awarded during 2012 attached at Annex A.

1.4. Home Detention Curfew (HDC)

- 1.4.1. A total of 13 prisoners were granted release on HDC during the year, 10 males, 2 females and 1 male young offender. 1 male was recalled to prison for breaching licence conditions.

1.5. Staff in Post

- 1.5.1. On 31st December, 2012 the Prison's approved staff complement was as follows –

	Approved	In post
Governor	1	1
Deputy Governor	1	1
Senior Unit Manager	2	2
Unit Manager	4	4
Senior Officers	14	12
Catering Officer (including a manager)	6	6
Prison Officer (Residential)	60	60
Prison Officer (Operations)	34	26
Nurse Officer (including a manager)	6	6
Engineer Officer (including a manager)	5	5
Civil Servants	23*	21*
VT Instructors	10	9
PTIs (including a manager)	4	4
TOTAL	170	157

*rounded up to whole full-time equivalents

2. FINANCIAL REPORT FOR 2012

2.1.

	BUDGET 2012	ACTUAL SPEND / INCOME 2012	VARIANCE (OVER) / UNDER
Staff	£8,676,918	£8,666,071	£10,847
Non staff			
Premises + Maintenance	£766,268	£715,535	£50,733
Supplies + Services	£1,468,708	£1,357,504	£111,204
Administrative Costs	£177,500	£286,918	-£109,418
Cost of Prisoners in UK	£250,000	£204,043	£45,957
Total Non Staff	£2,662,476	£2,564,000	£98,476
Total Expenditure	£11,339,394	£11,230,071	£109,323
Less Income			
Prison Industries	-£285,000	-£349,538	£64,538
Rent	-£110,000	-£116,902	£6,902
Net Expenditure	£10,944,394	£10,763,631	£180,763

2.2. Net revenue expenditure for H.M. Prison was £10.8 million, of which £8.7 million (80.6%) were staff costs.

2.3. The cost of prisoners' food was £3.95 per prisoner per day.

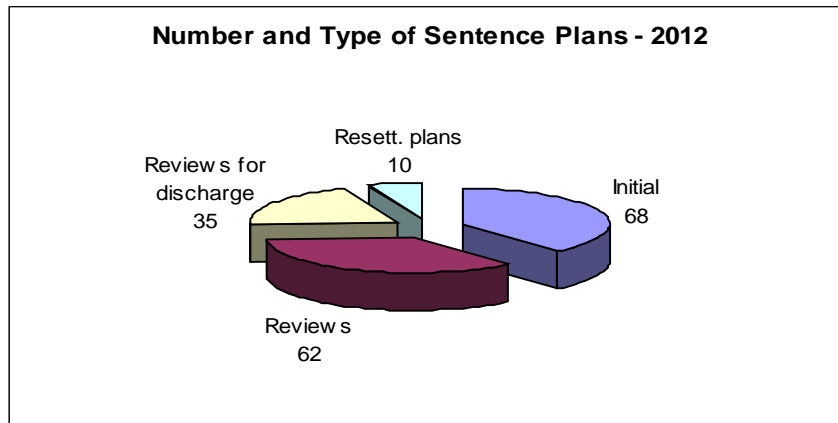
3. SENTENCE PLANNING

3.1. Sentence Management

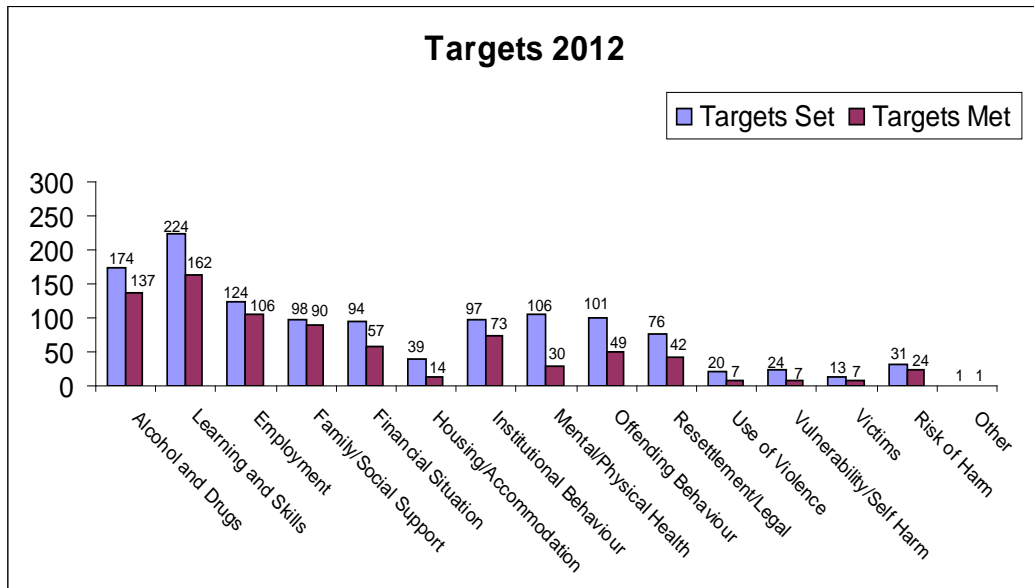
During 2012 a total of 175 sentence plans were completed for convicted prisoners, a breakdown of which is set out below. The resettlement plans relate to very short-term prisoners where there is insufficient time to conduct reviews before discharge.

Throughout the year, 5 eligible prisoners did not fully engage with the sentence planning process (4 of whom did not participate in 2011).

3.1.3. Sentence Plans



3.1.4. Sentence Planning Targets



* Some of the targets weren't met due to –

- Prisoners failing to complete an objective
- The Prison being unable to facilitate a particular intervention
- External contributor unable to attend

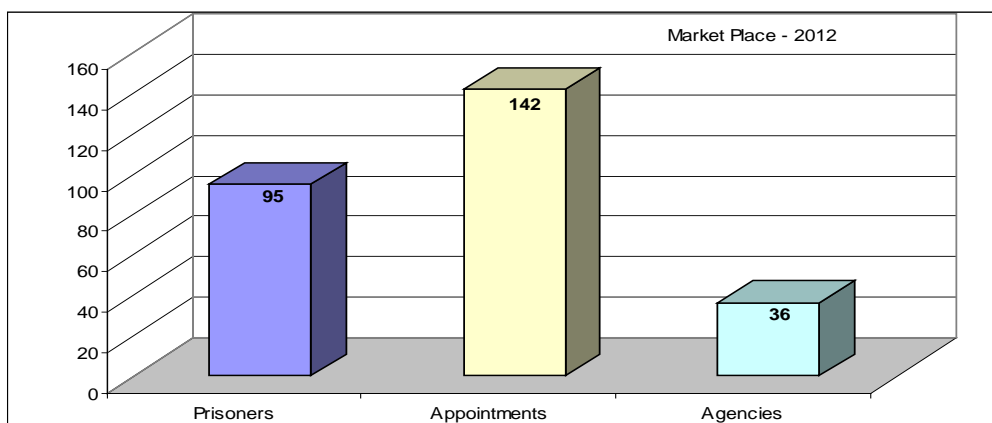
3.2 The Market Place

3.2.1. This event is held every 2 months. The purpose of the Marketplace is to give prisoners access to external “resettlement” agencies as they are nearing the end of their sentence in order to assist them in finding accommodation or employment and/or to give general welfare advice.

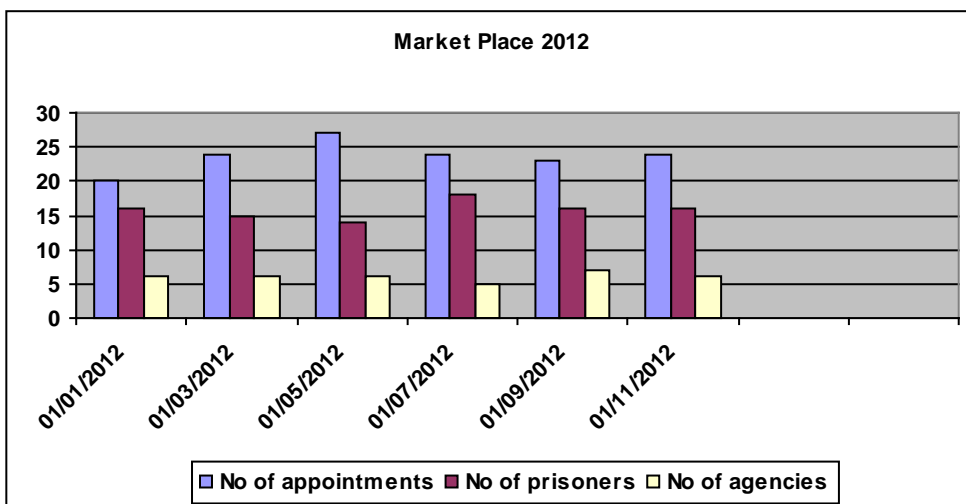
3.2.2. An average of 6 external agencies attended each event, including –

- Workwise
- Income Support
- Grace Trust
- The Shelter
- Citizens Advice Bureau
- Community Banking
- Freedom for Life Ministries

3.2.3.



3.2.4



4. LEARNING AND SKILLS DEPARTMENT

4.1. Staffing

4.1.1. At the end of 2012 the Learning and Skills Department consisted of the following sections, managed by the Head of Learning and Skills –

General Education	Head of Learning and Skills 4 qualified Teachers 1 Librarian/Information Resource Assistant 1 part-time Teacher for ICT
Vocational training	1 Vocational Training and Workshop Manager 5 Vocational Instructors covering brickwork, carpentry (x 2), painting and decorating, and industrial cleaning
Horticultural Compound	1 Horticulture Manager 3 Horticultural Instructors
Physical Education Department	1 PE Manager 3 PE Officer Instructors

4.2. Facilities

4.2.1. The Department works in the following areas within the Prison –

- Carpentry production workshop and carpentry training workshop
- Painting and decorating training workshop
- Brick and blockwork training workshop
- Life skills kitchen
- Female carpentry finishing workshop
- VPU recycling workshop
- Horticulture compound
- Education Centre (EC) – a general classroom and an IT classroom
- Library
- Art room
- Association Rooms on each Wing – for basic skills and ESOL Lessons
- Fitness Centre and Sports Hall, including astroturf area and classroom

4.3. Key developments in 2012

- A Drama Workshop was arranged through the Jersey Opera House using the cast of the 'Original Theatre Company'. The event was covered by the media with the JEP, Jersey Radio, Channel 103, BBC TV and Channel TV all involved. The workshop was attended by 20 prisoners and 10 actors.

- The **InsideOut 5** Art exhibition took place at the Harbour Gallery from March 15–25th and it was formally opened by Lady McColl, Patron of Art in the Frame. An interesting and varied range of work was on display with ceramics being added to the 2012 curriculum.
- Two of the Learning and Skills staff completed the Basic Food Hygiene qualification and used this to start some life skills cooking classes with the Young Offenders.
- The main greenhouse in the horticultural compound was demolished in February to facilitate the repositioning of an internal security fence and a smaller replacement greenhouse was completed in November. Also, a new education unit consisting of an office, classroom and practical area has been constructed and will be ready for use in March 2013.
- Investment in training for the Physical Education staff has enabled the department to gain the accreditation to teach a wider range of vocational training and recreational courses. The suite of accredited programmes has been extended in 2012 to include CYQ Spinning.
- External verification processes were completed successfully during 2012 for all the Exam Boards the Prison is accredited to deliver.

4.4. Learning opportunities

4.4.1. A core curriculum was accessible to all prisoners consisting of a minimum of –

- 1 Functional Skills lesson per week
- 1 ESOL lesson per week
- 1 ICT lesson per week
- Additional ICT lessons linked to ECDL training
- 1 Open Learning tutorial per week for those on programmes
- 1 Art lesson per week
- 1 library session per week, plus one other for those engaged in learning programmes
- 1 additional library session for those on open learning programmes
- A programme, offered in rotation, of Level 1/2 vocational training in painting, carpentry and brickwork; each of these courses is of 6 weeks duration and is full-time
- Industrial Cleaning Training for all prisoners employed as internal cleaners
- 4 recreational Fitness Centre sessions per week and 3 recreational Sports Hall sessions per week
- A fitness referral programme linked with Health Care – those placed on this are not able to access main stream PE activities but receive 3 fitness and 1 general sports session
- A programme of accredited sports courses in a variety of disciplines is offered in rotation, some using Community Sports Development

Officers, others linked to gaining industry standard vocational training qualifications

- 4.4.2. Teaching the functional skills of literacy, numeracy and ICT remains the main priority. All prisoners are required to complete a basic skills assessment before being allowed to start any educational course. Each vocational training course has some IT, literacy and numeracy embedded within it. Although these remain essential, there has been continued development in the range of learning programmes on offer, enriching the opportunities available for personal extension.
- 4.4.3. All new prisoners receive an education induction interview within the first week of entering the Prison. These interviews link into the sentence planning process. All prisoners embarking on learning and skills programmes must complete a Target Skills assessment. The outcome of these assessments determines the level of support provided by the department to the individual during the course.
- 4.4.4. Several outside agencies were used to deliver courses: the Youth Service provided bi-monthly sessions to the Young Offenders; Brook provided sessions on sexual health to the Young Offender and Female wings; the Jersey Careers Service attended drop-in sessions during library lessons, according to need, throughout the year.
- 4.4.5. The Learning and Skills Department has accreditation with several examination boards, allowing the Prison to administer and invigilate a wide range of public examinations. Accreditation is in place for: Scottish Qualifications Authority (SQA), Central YMCA Qualifications (CYQ), Sports Leaders Awards, Junior Football Leaders Awards (JFL), English Basketball Association Awards (EBA), Open College Network (OCN), the European Computer Driving Licence (ECDL), British Institute of Cleaning Science (BICS), Oxford, Cambridge and RSA Examinations (OCR) and Assessment and Qualifications Alliance (AQA), University of Cambridge ESOL.
- 4.4.6. The Library facility is accessible twice a week to all Wings on a fixed timetable. In 2012 there were 3716 visits from prisoners to the library and 4,613 books were borrowed.
- 4.4.7. Prisoners have been supported in a variety of Open Learning Options, ranging from Level 2 to Level 4 Open University Courses. 18 prisoners secured Prison Education Trust funding and 6 prisoners were engaged on Open University courses. 80% of the OU funding was received from ESC grants.
- 4.4.8. A range of courses was offered to all prisoners on a rotational basis. Short courses have been provided in art, customer services, football, cricket, financial management, and healthy eating.
- 4.4.9. The department continued to support staff training by taking sessions on report writing, returning to study and ICT support, especially for individuals working towards their ECDL qualification.

4.4.10. There was a participation rate of 86% for prisoners completing at least 1 general education course; a participation rate of 88% for prisoners attending physical education; a participation rate of 87% for those attending the library.

4.5. Learning and Skills taught hours

4.5.1. Annex B provides a breakdown of the teaching hours for educational and vocational training courses.

4.6. Examination Results for 2012

4.6.1. Annex C shows assessments completed by Prison population at the end year point.

4.7. Staff development

- 3 staff from the learning and skills department completed the City and Guilds Assessor course (TAQA IQA) taught by Highlands College and 3 others have completed part 1 of the same course
- 3 Officers have completed the CYQ Level 2 Gym Instructor qualification allowing them to be used as ancillary support for the gym
- 1 member of the Horticultural staff completed PTLLS with Highlands College
- The open learning tutor was supported by the Prison and has completed a Postgraduate Advanced Diploma in Art Psychotherapy in the Educational and Therapeutic Application of the Arts
- 2 staff attended the follow up to the Hidden Communication Difficulties course
- 2 gym staff successfully completed 2 of a 4 module biomechanics programme
- 3 gym staff completed their CYQ Level 2 Spinning qualification and the CYQ Level 3 Personal Trainer qualification with Highlands College
- The Industrial Cleaning Tutor completed further BICS training which has enabled him to train prisoners to become BICS trainers
- The Painting and Decorating Instructor has completed an accredited prior learning assessment at Highlands to enable him to teach accredited Level 2/3 Painting and Decorating courses

4.8. Work based learning

4.8.1. There are a number of opportunities for prisoners to gain work based learning: Scottish Vocational Qualification in Catering at Level 1 and Level 2 are offered to all prisoners working in the kitchen; the carpentry production workshop employs 10 prisoners who are involved in tasks that utilise the skills they gained on the City and Guilds craft courses, with additional opportunities for learning machining skills; the horticulture compound employs between 17 and 22 prisoners, depending on the season and learning opportunities in this area will be enhanced in 2013 following the completion of a new education unit in December 2012. In addition, the prison is accredited to teach British

Institute of Cleaning Courses, including one that trains prisoners to become trainers.

4.9. Employment

- 4.9.1. The carpentry workshop produced a range of garden furniture products, sold to other States Departments and orders from the Cooperative Society. Some of the finishing work was extended to H wing and J wing workshops. These products meet the criteria to be sold under Genuine Jersey logo. The unit also supported a number of community projects in schools.
- 4.9.2. The output from the horticultural unit compared less favourably with 2011, due to the extensive building works that have taken place throughout the year.
- 4.9.3. The workshops for J and H wing are overseen by the Workshop Manager and managed on a daily basis by the uniformed staff. Other employment for the VPU workshop has been provided by a scheme in partnership with the Environment Department for the production of bird boxes from recycled pallet boards that are to be distributed free to the community. The arrangement with Transport and Technical Services to recycle electrical goods ended in the summer: this has been partially replaced by other work for TTS through their recycling partner, AA Langlois, to bag soil improver and to bag a variety of aggregates.
- 4.9.4. Additional employment is made available from temporary vacancies created by the full-time vocational training courses in brickwork, painting and carpentry. These are active throughout the year, taking some prisoners temporarily out of work and allowing others without work to take their place. The courses run from 6 weeks for a Level 1 course to 12 weeks for a Level 2 course and they are accredited by City and Guilds.
- 4.9.5. The numbers shown in the table 4.10.1 below show the numbers of prisoner jobs available by wing throughout 2012. The average rate of employment for all those wishing to work in 2012 was between 80% and 85%. For convicted prisoners the figure was between 90% and 95%.

4.10 Employment availability

4.10.1. The table below details the work opportunities available in each wing.

Wing	Wing cleaning	Off wing cleaning	Other wing work	Compound work	Recycling workshop	Carpentry workshop	Kitchen	Out on licence	Maximum employment available
H	3	1	3		8				15
J	5		7		12				24
YOI	4		2						6
K1 & K2	6		3						9
L1 & L2	8	1	5	15-22		10	20		59-64
Vocational training									19
G								6-12	6-12
Total	26	2	20	15-22 (Seasonal)	20	10	20	6-12	138-149

Key to headings for table 4.10.1.

- Wing cleaners – this shows the numbers for the residential areas.
- Off-wing cleaning covers administrative areas and non-wing areas; for example, the main corridor and classrooms
- Other wing based work includes a laundry and servery for each area; in addition J wing has light assembly work and pot washing work available to the wing
- Compound – employment opportunities vary in the horticultural compound from a minimum of 15 in the winter to a maximum of 22 in the summer.
- Recycling – the workshops have a maximum capacity of 12 for J wing and 8 for H wing.
- Carpentry production – maximum 10
- Kitchen – maximum 20 (2 teams of 10 working alternate days)
- Out on licence – this will vary according to the sentence mix on the wing
- The Labour Pool represents those out of work. All convicted prisoners are expected to work if it is available. Remand prisoners who are enhanced are expected to work if it is available.
- The employed total is boosted by those on full time vocational training – a maximum of 19

5. STAFF TRAINING AND DEVELOPMENT

5.1 Staff Training Hours

2008	2009	2010	2011	2012
4048	4914	3977	4781	9109

5.1.1. With reference to the above hours for 2012, 5040 related to induction training for new recruits and the remainder covered –

- Control and Restraint
- First Aid
- Prison Policy Matters
- Managing performance
- Vocational Qualifications
- Fork lift driving
- Vocational Qualification in Custodial Care
- Diversity

7 operational managers commenced the Modern Manager Development Programme at level 3 and a further 2 at level 5. One of our teaching staff completed a Postgraduate Advanced Diploma in the Therapeutic and Educational Application of the Arts (Arts Psychotherapy 1st year Masters).

6. HEALTHCARE

6.1 Developments during 2012

- The department has been fully staffed throughout 2012 and this has facilitated the development of nurse led health improvement and triage clinics.
- 86 prisoners were tested for blood borne viruses and 69 prisoners had cholesterol levels checked.
- Chlamidia testing was made available to those considered to be at risk but there were no positive results in 2012.
- Seasonal flu vaccination was offered to 151 prisoners, 85 were vaccinated.
- Figures for prescribed medication averaged around 55% of the population.
- Alcohol detox figures have increased slightly to 37.
- A survey of patient satisfaction was undertaken in the latter part of 2012. This revealed that 71% of the prisoner population are either satisfied (52%) or very satisfied (19%) with the health care services provided.
- The physiotherapist continued to attend the prison once per week. This has been a very successful intervention with no prisoners requiring attendance at the physiotherapy department at the General Hospital.

6.2. Complaints

- 6.2.1. There were 7 complaints against the health care department in 2012. Only one was upheld and this related to poor management of communications by healthcare staff.

6.3. Detox

- 6.3.1. The number of detoxes for substance abuse is divided into 3 main categories; for opiates, for benzodiazepines and the majority are poly drug abusers require a combination detoxification for both opiates and benzodiazepines.

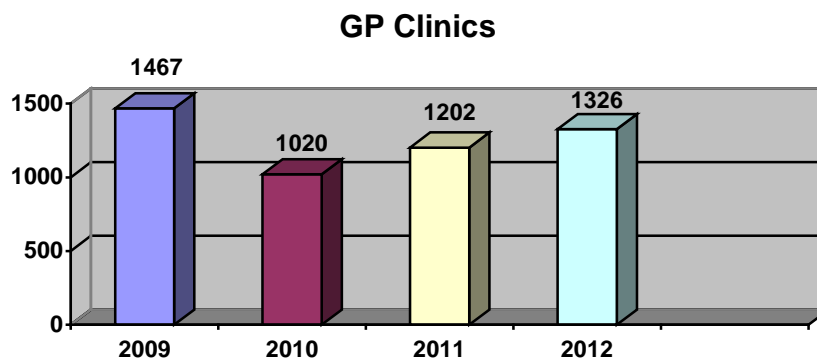
- 6.3.2. The Breakdown of detoxes in 2012 was as follows –

- Opiates and Benzodiazepines detoxes = 18
- Opiate only detoxes = 16
- Benzodiazepine only detoxes = 13

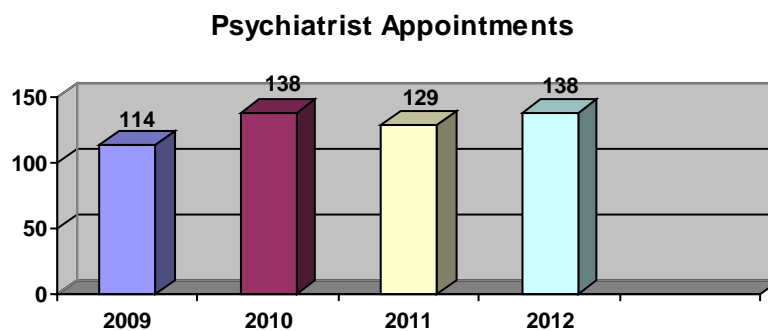
6.3.3. The most significant change in substance misuse has been the reduction in the use of Heroin. The majority of detoxes were for prescribed medication, particularly buprenorphine (Subutex or Suboxone).

6.4 Healthcare Clinics

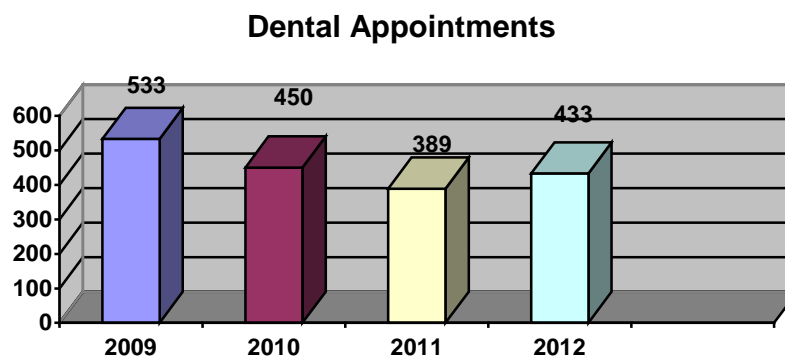
6.4.1.



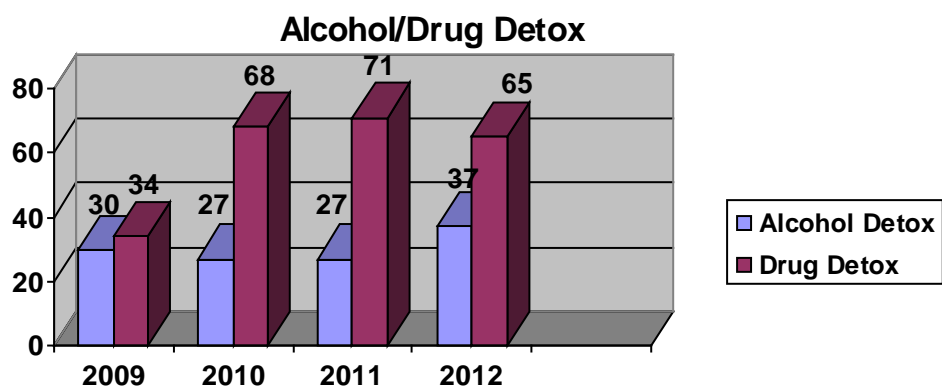
6.4.2.



6.4.3.



6.4.4. The dentist visited routinely once per week.

6.4.5. *Alcohol and Drug Detoxification Programmes*

7. PSYCHOLOGY AND OFFENDING BEHAVIOUR PROGRAMMES

7.1 Overview

- 7.1.1 During 2012 the Psychology Department addressed the issue of succession planning by arranging to change the Psychological Assistant's post to a second Forensic Psychologist in Training position by January 2013. Consequently, 2 psychologists are working towards Chartership with the British Psychological Society in preparation for the retirement of the Principal Forensic Psychologist in 2014.
- 7.1.2. The Psychology Department during the year comprised one principal forensic psychologist, one forensic psychologist in training and one psychological assistant.
- 7.1.3. A major initiative during 2012 was the launch of the delivery of accredited offending behaviour group-work programmes. A multi-disciplinary team of 8 facilitators and a treatment manager have been trained in the Jersey Alcohol-Related Violence Intervention Strategy (JARVIS) and Addressing Substance-Related Offending – Secure (ASRO-S).
- 7.1.4. The Principal Psychologist continued to undertake counselling and support work with staff as required.
- 7.1.5. The Principal Psychologist continued to provide professional support to the Safer Custody Officer and the Child/Public Protection officer, as well as acting as line manager to the Psychology, Healthcare and Substance Misuse teams. She is also the Co-ordinating Supervisor for the trainee psychologists' progress through the British Psychological Society Stage 2 study towards chartership.
- 7.1.6. The Psychology Department continued to carry out assessments on prisoners to identify their risk factors and criminogenic needs and design interventions to address these issues.
- 7.1.7. During 2012, 29 prisoners completed the ASRO-S offending behaviour programme and five prisoners completed JARVIS. There was an attrition rate of zero across all offending behaviour programme groups.

7.2. Statistics

Release on Temporary Licence Risk Assessment Reports	Sentence Plan Contributions	Induction Interviews	One to one interventions
86	170	123	582

8. SAFER CUSTODY

8.1. 100 reports were submitted to the Safer Custody Officer during the year. 23 of these were Bullying Information Reports and 20 were Prison Information Reports. 37 anti-bullying investigations were carried out.

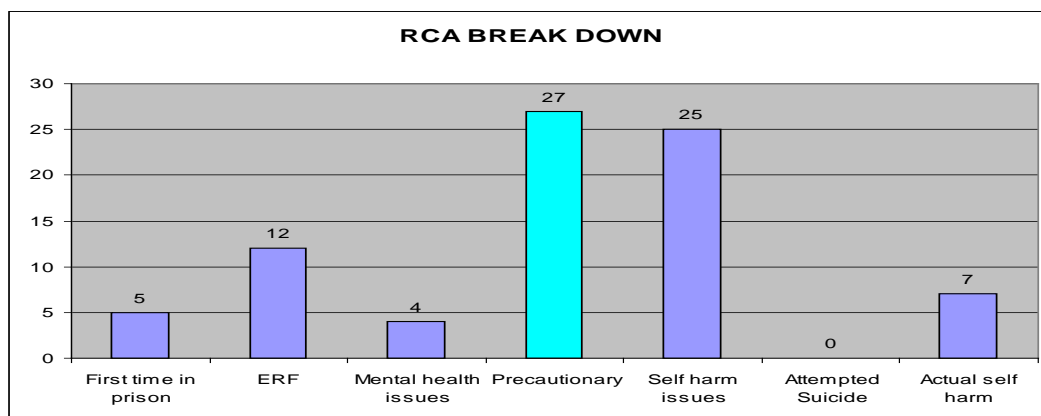
8.2. Assaults or Violent Incidents

MONTH	TOTAL No	Ass. on Prisoners	Ass. On Staff
TOTALS	22	17	5

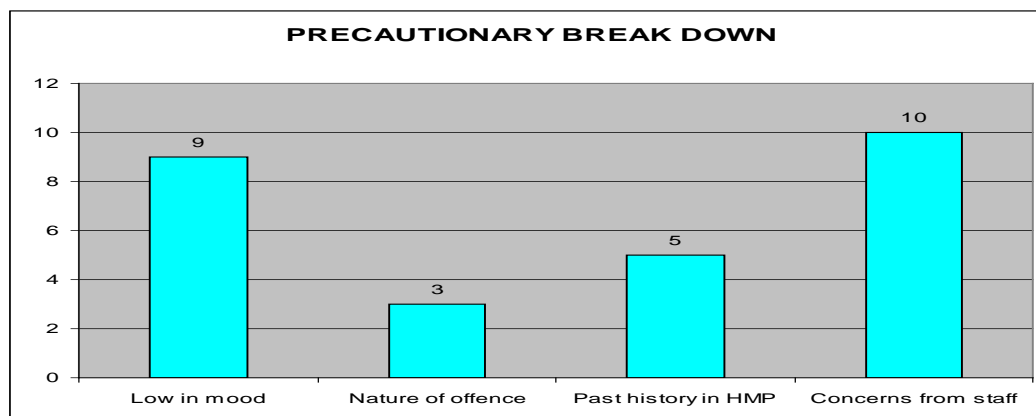
8.3. Self Harm

8.3.1. 80 referrals were made to the Safer Custody Officer related to the risk of self harm.

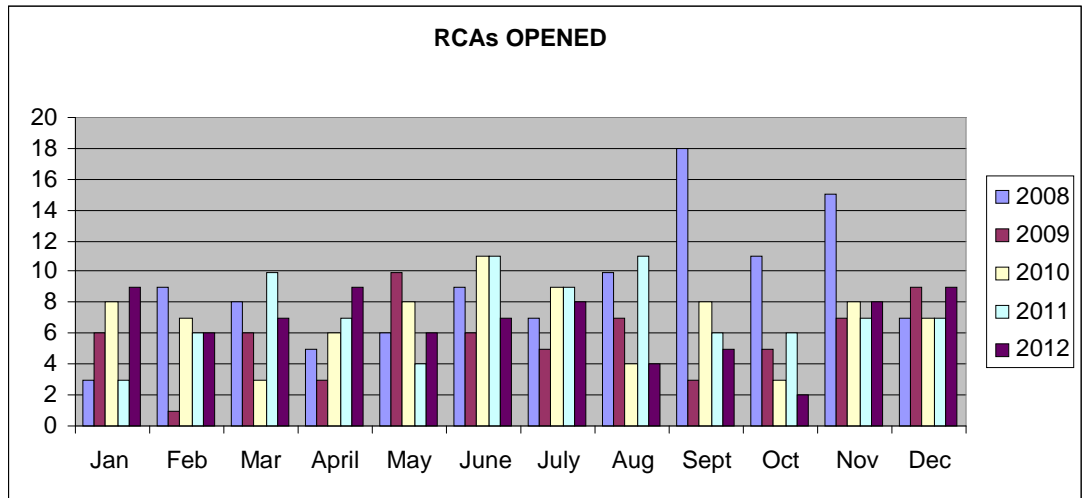
8.3.2. *Risk and Concerns Assessments*



8.3.3. *Precautionary Measures*



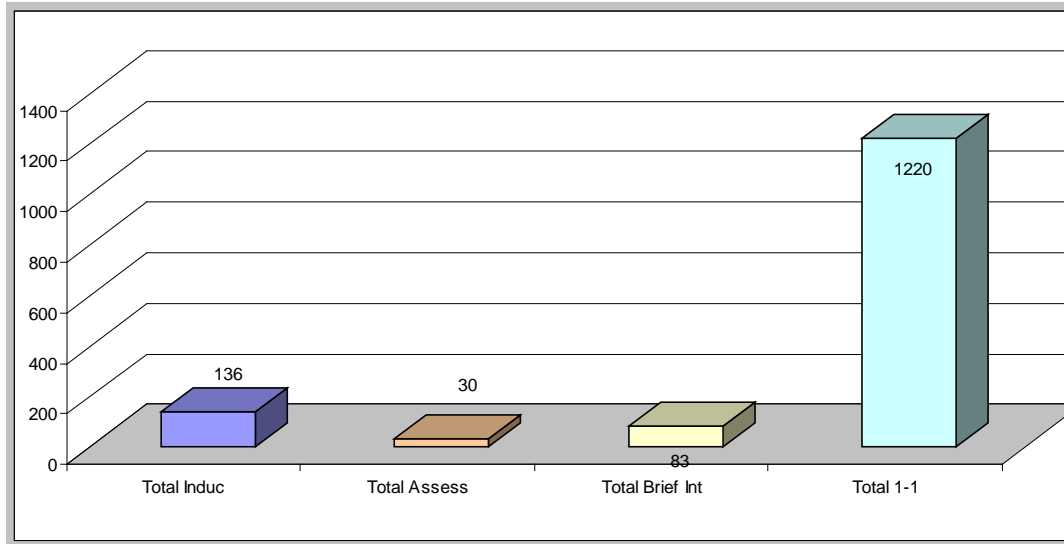
8.3.4. *Breakdown of Observations*



9. DRUG AND ALCOHOL PRISON SERVICES (DAPS) TEAM

During 2012 the drug and alcohol counsellors made contact with every prisoner on induction and they were able to offer a comprehensive assessment. Interventions continued to be delivered mainly through one to one work but the counsellors were involved in co-facilitating the new offending behaviour programmes.

9.1. Total of One-to-One Interventions in 2012



- 9.2. Both counsellors co-facilitated an ASRO-S course and also one Alcohol Study Group.
- 9.3. The counsellors worked with a joint caseload of 130 prisoners for the year, despite the resignation of one counsellor. During the year all young offenders and 6 of the female prisoners were on the caseload. The remaining female prisoners had no drug or alcohol related issues.
- 9.4. The Drug and Alcohol Counsellors continued to facilitate visits to the prison from representatives of Alcoholics Anonymous, who ran group meetings with prisoners on a weekly basis. The average attendance for the year was 3 prisoners on L wing, 3 prisoners on K wing and 3 prisoners on J wing.

ANNEX A

OFFENCE AGAINST PRISON RULE 80	Number	Dismissed	Loss of Association	Cellular Confinement	Caution	Loss of privileges	Loss of Earnings	Referral to Police
1 Commits any assault	26	3	4	13	1			5
5 Fights with any person	6	2	4					
6 Intentionally endangers the health or safety of others or by the prisoner's conduct, recklessly endangers such health or safety	15	1	2	8	2	1	1	
7 intentionally obstructs an officer in the execution of the officer's duty or any person, other than a prisoner, who is at the prison for the purpose of working there, in the performance of that person's work	3			2		1		
9(b) Fails to comply with any condition upon which the prisoner is so temporarily released	2				2			
10 Has: (a) in the prisoner's possession, or concealed about the prisoner's body or in any body orifice, any article or substance which the prisoner is not authorized to have	19	3	9	3	2	2		
(b) in the prisoner's possession, whilst in a particular part of the prison, any article or substance which the prisoner is not authorized to have in that part of the prison	1		1					
11 Sells or delivers to any person any article which the prisoner is not authorised to have	1		1					
12 Sells or, without permission, delivers to any person any article which the prisoner is allowed to have only for the prisoner's own use	1				1			

OFFENCE AGAINST PRISON RULE 80	Number	Dismissed	Loss of Association	Cellular Confinement	Caution	Loss of privileges	Loss of Earnings	Referral to Police
13 Takes improperly any article belonging to another person or to the prison	1	1						
14 Intentionally or recklessly sets fire to any part of the prison or any other property whether or not that property belongs to the prisoner	2		1	1				
15 Destroys or damages any part of the prison or any other property other than the prisoner's own	22	2	2	8	3	2	3	2
18 Absents himself or herself from any place where the prisoner is required to be or is present at any place where the prisoner is not authorized to be	11		9		2			
19 Is disrespectful to any officer or any person, other than a prisoner, who is at the prison for the purpose of working there or who is visiting the prison	2		2					
20 Uses threatening, abusive or insulting words or behaviour	62	4	24	19	10	4	1	
21 Intentionally fails to work properly or, being required to work, refuses to do so	5	2	1		1		1	
22 Disobeys any lawful order	48	2	14	20	5	7		
23 Disobeys or fails to comply with any rule or direction applying to a prisoner	18	4	7	1	5	1		
24 (a) receives any controlled drug during the course of a visit	1							1

OFFENCE AGAINST PRISON RULE 80	Number	Dismissed	Loss of Association	Cellular Confinement	Caution	Loss of privileges	Loss of Earnings	Referral to Police
25 Consumes, takes, injects, ingests or otherwise administers to himself or herself any substance which is a prohibited article or fails to prevent the administration, in any manner, of such a substance to him or her by another person	2		1					1
28 Commits any indecent or obscene act	2		1	1				
30 Attempts to commit, incites another prisoner to commit, or assists another prisoner to commit or to attempt to commit, any of the foregoing breaches	2			1	1			

ANNEX B**Core education programmes - individual hours taught**

	1st quarter	2nd quarter	3rd quarter	4th quarter	Year
ICT	447	436	535	613	2031
ART	814	770	908	731	3223
FUNCTIONAL SKILLS	1030	884	626	337	2877
ESOL	273	264	171	223	931
OPEN LEARNING	82	81	82	64	309
DESIGN AND TECHNOLOGY	0	0	0	234	234
TOTAL	2646	2435	2322	2202	9605

Vocational training programmes- individual hours taught

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year
BRICKWORK	1096	822	682	807	3407
PAINT/DECORATING	810	730	875	655	3070
CARPENTRY	873	1016	492	1202	3583
PE	958	892	894	557	3301
INDUSTRIAL CLEANING	0	0	0	55	0
TOTAL	3737	3460	2943	3221	13361

Other Purposeful Activities - individual hours taught

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year
LIBRARY	1032	845	762	1077	3716
RECREATIONAL PE	4169	3876	4097	4011	16153
REFERRAL GYM	661	588	504	478	2231
TOTAL	5862	5309	5363	5566	22100

KPIs for Learning and Skills 2012

Total hours taught and accredited certificates awarded in Learning and Skills

	Certificates awarded 2010	Hours taught 2011	Certificates awarded 2011	Hours taught 2012	Certificates awarded 2012
1st Quarter	103	6286	145	12245	460
2nd Quarter	444	5583	196	11204	487
3rd Quarter	381	5902	142	10628	433
4th Quarter	184	5698	280	10989	259
Total	1112	23469	763	45066	1639

Examination/Assessment levels**Assessments completed by Prison population at the end year point**

Literacy Assessments		Numeracy Assessments	
Entry Level	8	Entry Level	15
Level 1	21	Level 1	41
Level 2	54	Level 2	31

**COURSES COMPLETED
SUCCESSFULLY – 2012****General Education**

Prison Education Trust (PET)	18	Adult Literacy level 1	11
Open University (OU) Courses funded and completed	6	Adult Literacy level 2	13
OCN L2 Financial Management	2	Adult Numeracy level 1	10
OCN L1 Word processing	10	Adult Numeracy level 2	12
OCN L1 & L2 Healthy Eating	3		
OCN L1 Spreadsheet Software	23	ECDL	8
OCN L1 Software Fundamentals	19		
Client First Communication and Customer Service	5	ESOL	
OCN L2 Developing Customer Service	5	Preliminary English Test	2
Client First Communication and Customer Service	10	First Certificate in English (FCE)	4
OCN L2 Developing Customer Service	7	Business English	3
OCN L1 Presentation Software	34	Certificate in Advanced English (CAE)	4
OCN L2 Word Processing Software	19		

Physical Education

EBA Officiating	12
EBA Leader	12
Dance Leaders	6
JFO - L Wing	11
Sports Leaders	13
CYQ Level 1	5
CYQ Level 2	27
OCN Level 1	21
OCN Level 2	16

**City and Guilds Vocational Training
Courses**

C&G Painting and Decorating	30
C&G Brickwork	29
C&G Carpentry	40
Industrial Cleaning	36