

**Central COVID19 reporting requirements will be changing with effect from Monday 23 March 2020**

These changes will support Prison and Probation Gold Command structures that have recently been communicated and will improve the quality of data provided to Ministers and Senior Leaders. The information will also assist health sector partners to support their surveillance, management and reporting.

Prisons (incl Contracted, Women’s, FNP/IRC and YCS):

* Daily local reports must be sent to your \*Regional Silver SPOC who will forward all collated regional reports including a regional summary report to the central COVID19 team for 10am. The data must be accurately reflect the impact of COVID19 on staff numbers and the prison population that morning, including an assessment against the Regime Management Plan (RMP)
* Regional Silver will verbally update COVID19 Gold each morning at 9am in terms of business continuity / stability
* Regional Silver will also submit an Executive Summary for COVID19 Gold by 10am (The Executive Summary will be circulated to Regional Silvers separately.)

Probation:

* Probation - daily local reports are to be sent to your \*\*Regional Silver SPOC by 9am who will forward all collated reports to Matthew Wilson, Deputy Director for Business Strategy and Change: [matthew.wilson@justice.gov.uk](mailto:matthew.wilson@justice.gov.uk). These reports will then be forwarded to the COVID19 Team by 10am, with an overall summary assessment report for COVID19 Gold.
* CRC’s - daily local reports are to be sent to the CRC SPOC ([philippa.fortescue@jutice.gov.uk](mailto:philippa.fortescue@jutice.gov.uk) and [joanne.hardy@justice.gov.uk](mailto:joanne.hardy@justice.gov.uk)) and your senior contract manager, and are to be submitted to the Central COVID19 Team by 10am.

PECS:

* Returns are only required for staff

HMPPS HQ staff:

Staff are to report COVID19 related absences via their Directorate, who will submit a return to the central COVID19 Reporting Team.

Weekend Reporting:

* There is a requirement to follow the above reporting process during weekends

New Local Reporting Template:

***Please refer to the spreadsheet called ‘HMPPS\_covid19\_data\_return’ attached to the covering email***

This data collection spreadsheet should be maintained and updated within individual establishments. New data must be added as it comes in (either by amending an existing case or adding a new case), but we ask that old data is not deleted. This sheet should be sent to the regional / Silver SPOC each day.

Please read the guidance given in the spreadsheet on how to fill it in.

**TO NOTE**: On the first day using this new template, please add **all data you have previously reported** to the HMPPS COVID19 Central Team using the old data return, as well as new data.

New Regional / Silver Reporting Template:

***Please refer to the spreadsheet called ‘HMPPS\_covid19\_regional\_return’ attached to the covering email***

The Regional / Silver return spreadsheet is only for use at a regional and national level, where multiple returns from individual establishments are being collated.  A new blank sheet should be used each day with all data from each establishment copied and pasted into it.

Please read the guidance given in the spreadsheet on how to fill it in.

COVID19 Contact Numbers and Enquiries:

The current COVID19 telephone number will cease on Monday 23 March, and all operational matters must be managed through the line of command via COVID19 Silver and Gold.

General COVID19 enquiries can be forwarded to [HMPPSCOVID19@justice.gov.uk](mailto:HMPPSCOVID19@justice.gov.uk)

* Notification of confirmed COVID19 cases (staff or service user) and any deterioration in the condition of health must be called into the COVID19 Reporting Team without delay on: 07973 759 298.

For all PPE related enquiries please contact: [COVID.19queries@justice.gov.uk](mailto:COVID.19queries@justice.gov.uk)

\*Prison Silvers

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| Region 1 | John Illingsworth  Tim Allen |
| Region 2 | Paul Foweather  Alan Tallentire |
| Region 3 | Dave Harding  Teresa Clarke  Paul Cawkwell |
| Region 4 | Russ Trent  Andy Lattimore  Jeannine Hendrick |
| Region 5 | Kevin Reilly  Gary Monaghan |
| Region 6 | Sarah Coccia  Susan Howard |
| Region 7 | Gavin O’Malley  Will Styles |
| Region 8 | Kenny Brown |

\*\*NPS Silvers:

* Lynda Marginson
* Roz Hamilton
* Andrea Bennett
* Sarah Chand
* Steve Johnson-proctor
* Angela Cossins
* Kilvinder Vigurs
* Gordon Davidson
* Sue Taylor
* Philippa Fortescue
* Hannah Meyer