|  |
| --- |
|  |
| HMPPS Prison Regime Recovery Planning – Exceptional Delivery Model (EDM) 3SOCIAL VISITS – STAGE 3Agreed Published Version 1.0 |
|  |
| **7 July 2020** |

|  |  |  |
| --- | --- | --- |
| May 20  | Draft 1.0 | Initial draft shared with TUS & Governors |
| 10 Jun 20 | Draft 2.0 | Further amendments made and clarity provided for some areas. |
| 16 Jun 20 | Draft 2.1 | Updated following additional feedback and initial legal advice, providing further clarity.  |
| 17 Jun 20 | Draft 2.2 | Updated with feedback from Family Service Providers & NHS guidance |
| 22 June 20 | Draft 2.3 | Further updates from safety team & changes formatting including removing annexes  |
| 26 Jun 20 | Draft 2.4 | Further updates from governance board and Family Service Providers |
| 26 Jun 20 | Draft 2.5 | Updates following a review POMC |
| 2 July 20 | Draft 2.6 | Updates from consultation with CLINKS members & booking information |
| 3 July 20 | Draft 2.7 | Further updates including information on booking & lockdown areas |
| 6 July | Version 1 | First released version |

**Version Control Sheet pre-publish**

**SOCIAL VISITS - STAGE 3**

**Introduction**

**Exceptional Delivery Models (EDMs)**

A suite of EDMs are being published as part of the guidance for prisons to guide them through construction of local RRMPs. This EDM is a brief guide on the high-level principles that must be incorporated into a local plan for each element of regime delivery. It is essential that the plan for reinstating an element of the regime does more than simply reintroduce the local procedures that pre-dated COVID measures. Each local plan must incorporate social distancing and cohorting measures, medical considerations, PPE and hygiene requirements (including regular hand-washing), as well as security and safety considerations. Each EDM will also guide establishments on the most procedurally just way to stand up each regime element under continuing COVID restrictions.

Each establishment must create a plan for every element of regime that is relevant to their category and function based on the guidance in its respective EDM. Mirroring the approach taken during the development of ERMPs, establishments have local autonomy to determine the form and contents of each plan or procedure they produce from the EDMs but the RRP they complete summarising their local recovery proposal will be based on a template provided.

This EDM has been developed jointly by policy and operational colleagues in conjunction with specific stakeholders relevant to each area. Each EDM breaks each regime element into a series of processes or areas. Under each one there are a set of baseline requirements which must be met by each establishment. Every baseline requirement has an importance weighting from one (lowest) to three (highest) attributed to it, to assist prisons in planning and sequencing activity required. Baselines are split into those that are mandatory and those that are desirable. Each baseline also has a “level of autonomy” attached. This describes the level of freedom an establishment has over the design of the product/output required to satisfy each baseline.

**Regime Recovery Management Plans- RRMP**

Prisons are required to develop local Regime Recovery Management Plans (RRMP) based on a suite of national guidance documents called Exceptional Delivery Models (EDM). Establishments are being provided with high level guidance outlining the parameters they must work within but have autonomy to build their own bespoke plans based on what works locally. Establishments will submit their RRMP together with a readiness assessment to their respective Prison Group Director (PGD). Further details are contained within the published National Framework on Regimes & Services.

**Overarching Principles for the Resumption of Social Visits at Stage 3**

We know that Families and friends can help make a positive impact both on the wellbeing and risk of reducing reoffending of people in prison. The decision to therefore suspend all visits on 23 March 2020 was not undertaken lightly and was as a direct consequence of public health advice and government regulations to keep people safe. The [National Framework for Prison Regimes and Services](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/889689/prisons-national-framework.pdf) sets out five regime stages and while the reintroduction of social visits is a priority at stage 3, the framework clearly states these are expected ***‘to be with limited capacity and other restrictions and adaptations.’*** Restarting of social visits at stage 3 will therefore involve significant restrictions and the visiting experience will feel different for all parties. This is the start of a considered process of reintroduction and we will keep any restriction under regular review as we wish to be able to increase family contact while keeping everyone – visitors, Prisoners and staff safe.

This EDM covers social visits to men, women and children in custody in both England and Wales. Where there are specific differences in guidance based on cohorts these are stated but it is expected that issues will be specifically addressed in local Regime Recovery Management Plans (RRMPs).

Resumption of social visits will require continued adherence to the latest relevant public health advice including; social distancing measures, regulations around the use of PPE/face coverings and the size and make up of gatherings indoors. As any of these change substantively the EDM will be updated accordingly. Where there are differences in the health advice and restrictions between England and Wales the advice for the country in which the visit takes place must be followed. Travel arrangements across borders need to adhere to the relevant arrangements in each country travelled in. Visitors travelling from outside of the UK must adhere to the relevant self-isolation restrictions on entering the UK.

The EDM will sit alongside additional guidance and Safe Operating Procedures for a number of dependent areas such as security, searching, cleaning and Health and Safety. In developing local RRMPs and undertaking local readiness assessments, it will be essential to ensure:

* Contracted providers across Family Services as well as Facilities Management are engaged in all planning and there is an agreed notice period before any visit activity can restart
* Any changes to current contractual arrangements will require negotiation and a formal Notice of Change issued
* Equality assessments will be essential to consider and monitor equity and fairness of access to services where capacity remains reduced.

**Restrictions around the resumption of visits at Stage 3**

1. **Visits will only be allowed** by people who are symptom free, who have not been asked to self-isolate and who have not recently come into contact with anyone who has symptoms or is self-isolating. Visits will prioritise re-establishing face-to-face contact with **close family members (or significant others)[[1]](#footnote-1)** this may comprise of one of the following grouping combinations only:

|  |  |
| --- | --- |
|  | **A single adult** (aged 18 or over) who must be: a partner, parent, foster-parent, grandparent, carer, or significant other.1  |
|  | **Two adults** (aged 18 or over) who must b:e two parents, two foster parents, two grandparents, two adult immediate relatives or significant other1, or a mixture of these (e.g. a parent and a grandparent), but all visitors **must live together as part of the same household.[[2]](#footnote-2)** |
|   | **A single adult (aged 18 or over)**  who must be: a partner, parent, foster-parent, grandparent, carer or adult close relative or significant other;1 and **up to two dependent children** (e.g. son, daughter) of the person being visitedAll visitors (adult and children) **must live together as part of the same household.** |
|  | **Two adults (**aged 18 or over) who must be: two parents, two foster parents, two grandparents, two adult immediate relatives or significant other1, or a mixture of these (e.g. a parent and a grandparent); and **one dependent child** (e.g. son, daughter) of the person being visitedAll visitors **must live together as part of the same household.**2 |

1. **Visits will not therefore be allowed from:**
* Anyone who is symptomatic, been asked to self-isolate, has come into contact with anyone who has symptoms or is self-isolating or who lives within a geographical area identified via GOV.UK as an outbreak community with travel restrictions.
* Any combinations of persons not from the same household with the exception of two parents of a child in custody2
* Three adults
* Unaccompanied children (Exceptionally, at governor’s discretion over 16 will be permitted)
* People who ae not closely related to the prisoner or identified as a significant other.

Additional flexibility may be required in some cases in YOI’s and STCs e.g. visits for siblings who are looked after children require the attendance of a social worker (who are not from the same household)

1. **Visits will not be allowed to:**
* Prisoners held in establishments within a **geographical area** identified via GOV.UK as an outbreak community with travel restrictions.
* **Protective Isolation Prisoners** - Protective isolation is used for the temporary isolation of symptomatic prisoners and those who have been in contact with a confirmed or suspected case.
* **Reverse Cohorting Unit Prisoners** - All those; new to custody, returning from a bed-watch, from inter-prison transfers and subject to ongoing trials are required to spend 14 days in a unit to prevent the spread of infection from the community into the main population in custody. (At governor’s discretion, it may be possible to facilitate a visit if wholly exceptional circumstances apply).
1. **Who can you visit?:** All other prisoners may be in scope for visits, including those who are shielding so long as social distancing measures are maintained at all times (the use of closed visits facilities or screening may also be considered). Additional considerations will be needed to organise and manage the **movements** to and from visits of those who are shielding to retain separation from other non-shielding groups.
2. **Visits booking:** While prisoners may request a visit, all visits **must** be booked by an adult visitor as additional information will need to be checked and communicated to all visitors.

Social visits must not be undertaken in a geographical area (such as a Town or City) identified via GOV.UK as an outbreak community with measures identified as lockdown.

Anyone living in a lockdown area must not leave that area to visit a prison.

1. **Frequency of visits**: Prisons should aim to try and offer the opportunity for each prisoner who is permitted (see above) and wishes to receive a visit to receive at least one visit per month. Where establishments might have additional capacity for visits after each prisoner who is permitted and wishes to have a visit has received one, they may offer additional visits. Where establishments are unable to meet the demand from every prisoner who is permitted and wishes to receive a visit, they may wish to consider reducing the length of visits to allow for more or offering alternative ways of people staying in contact such as additional discretionary PIN credit or video calls.
2. **Length of visits:** Establishments have the discretion to determine the length of each visit based on maximizing the number of visits per month to seek to offer the opportunity for each prisoner who is permitted and wishes to receive a visit but this should not be less than 45 minutes.
3. **Face-coverings:** All visitors over the age of 11 are required to wear face-coverings on arrival at the prison site (including in visitors centres where used), moving around the establishment, during the visit and leaving the establishment (including the visitors centre) unless requested to remove them for security checks. Further guidance on the use of face coverings is contained in the COVID-19 Social Visits SOP
4. **Social distancing during visits:** Public health guidance is that visitors and prisoners must maintain 2m distance both between themselves and other visit groups. Where more than one visitor is allowed on a visit as they must be from the same household, it is not necessary for them to maintain 2m distance between themselves while seated during the visit, but they must still remain 2m from the prisoner. Social distancing measures should be supported with clear signage, floor markings and one way systems wherever possible.
5. **(In England Only)** Where it is not possible to maintain 2m distance between the prisoner and visitors during the seated visit, or where to do so causes an unacceptably reduced visits capacity that undermines efforts to improve family contact, the distance between the prisoner and visitors may be reduced to comply with ‘1 meter-plus’ (or over 1m but less than 2m) Again, social distancing measures should be supported with clear signage, floor markings and one way systems wherever possible.
6. **Physical Contact:** No physical contact will be allowed on visits (including handshakes, handholding, hugs or kissing) in order to maintain social distancing and reduce the risks to prisoners, staff and other visitors.
7. **Acceptable behaviour**: all visitors must observe social distancing and other visit rules throughout the visit including any specific instructions offered by staff. Failure to do so on the part of either the visitors or prisoners will result in a warning but repeated or serious violations may result in the visit being ended early. Any reasons for ending a visit must be grounded in security considerations and the reasons be recorded (reasonable and proportionate). Visitors are expected to follow the instructions being given.
8. Where one or more children are included on a visit, the accompanying adult or adults will be held fully responsible for the oversight of the children in the visits party, including ensuring that they remain seated, observe social distancing and physical contact rules. Whilst there is no age restrictions for children, visitors will be asked to think carefully about whether the child will be able to observe the social distancing rules. Failure to do so will result in a warning but repeated or serious violations may result in the visit being ended early. Where two adults are in attendance with one child, if the child is unable to observe social distancing and physical contact rules then one of the adults may be asked to leave the visit early together with the child (where visitors anticipate possible difficulties they may wish to plan in advance which adult might stay to continue the visit and which might leave with the child; and where possible this should be accommodated by supervising staff).
9. **Indoor Creche/Play areas**: Indoor creche and play areas will not be available on resumption of social visits at Stage 3. This should be borne in mind by visitors when deciding whether to bring very young children as they will be required to stay seated for the duration of their visit. External play areas must be assessed as to whether they can be safely operated while maintaining social distancing and cleaning requirements. Toys, books and games that would normally be made available to children should be put away.
10. **Refreshments**: Refreshments will not be available in the visits room to reduce movement and support social distancing as well as maximise the amount of time for face-to-face contact with loved ones. There is discretion to provide refreshments in visitors centres (where open) where social distancing can be safety observed for example by providing grab bags and refreshments to take away when leaving the establishment.
11. **Property:** No property may be brought or handed in by visitors on visits at regime stage three (Restrict) in order to reduce delays in processing visitors on arrival and to maximise the amount of time with loved ones. Property may continue to be posted to prisons in the normal way.

**The EDM in relation to SOCIAL VISITS is provided overleaf**

**Exceptional Delivery Regime model: SOCIAL VISITS**

**Guide to weightings/prioritisation (mandatory tasks only)**

|  |  |  |
| --- | --- | --- |
| Value | Description |  |
| 3 | Highest– action required as a precursor to other tasks |
| 2 | Medium – action required as part of wider work |
| 1 | Lowest – action required once others have been completed |

**Guide to autonomy levels (mandatory tasks only)**

|  |  |  |
| --- | --- | --- |
| Value | Description |  |
| Total | Establishment has total autonomy to determine the design of the product that satisfies the baseline |
| Partial | Establishment has partial autonomy – the ability to choose from pre-determined delivery options (which are specified) |
| Limited | Establishment has limited autonomy and must deliver the product as stipulated |

**Exceptional Delivery Regime model: SOCIAL VISITS DRAFT – STAGE 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area/Process** | **Baseline** | **Weighting (1,2,3)** | **Autonomy Level****(total, partial, limited)** | **Comments/Sources of information** |
| **GENERAL PRINCIPLES/ PLANNING**  | **Mandatory Actions** |
| **1.1** Establish what the maximum number of people (including staff) will be allowed within each area of the visits journey including the visits centre. Conduct Risk Assessment in consultation with local H&S advisor/TU Reps/Family Service Providers to agree the maximum capacity for visits based on the size of the visits hall/location and the ability to maintain a 2m social distance. Readiness assessment must involve consultation with your contracted family services provider. | **3** | **Total** | See restrictions on visits above |
| **1.2** Local Equalities Assessment must be undertaken. Governors must have regard to their public sector equality duty and this should be expressly set out in the local RRMP. Continue to monitor equalities data in relation to access to visits.  | **3** | **Total** | Be aware of considerations around the needs of vulnerable Prisoners and those struggling with mental wellbeing. |
| **1.3** Review the seating layout for the visits location to ensure that 2 metre social distancing instructions are followed with respect to **England or Wales**. The statutory distances between tables, prisoners, visitors, staff and thoroughfares must be clearly marked. | **3** | **Partial**  | Consider alternative seating arrangements (non-fixed seating or sitting side-by-side). A one way system marked on the floor, may also be appropriate. The statutory gap must include movement through the hall and the distances between people when they are sat down.  |
| **1.4** Consideration will need to be given to moving those receiving visits in line with regime groups and specific consideration given for those who are shielding including how they can be moved in and out of the visits area while maintaining social distancing and minimising contact with non-shielding groups. | **2** | **Total** | It must be determined what provision will be in place for those who are shielding. Considerations should be given to the possible use of closed visits facilities and priority access to video calls may be considered as alternatives (where available). Reasonable steps will need to be taken to protect prisoners shielding given their greater vulnerability.  |
| **1.5** Review the length of visits, though the minimum time is 45 minutes, and consider the number of visits sessions that can be offered to ensure that social distancing can be followed at all times. Ensure additional time for preparing for, administering and cleaning between visit sessions is factored in (may require an additional hour)  | **3** | **Limited** | There will need be a bigger gap than normal between visits sessions due to additional time for cleaning, movements, searching protocols etc.  |
| **1**.**7** Review the cleaning procedures in the SOP for COVID-19 Social Visits and agree cleaning schedule for all visits areas including visitors centres (where used) in conjunction with the family services and Facilities Management providers.  | **3** | **Partial** | The SOP for COVID-19 Social Visits contains information on cleaning procedures. The cleaning regime will have to follow PHE guidance. All areas are to be fully sanitised including visitors’ centres, entrance & holding areas, visits Halls and visits rooms. National prison cleaning contract may have to be reviewed. |
| **1.8** Visitors will not be permitted to bring property in for prisoners under stage 3. | **3** | **Limited** | Prisons should continue to allow for property for prisoners being sent in by post.  |
| **VISITS BOOKING**  | **Mandatory Actions**  |
| **2.1** Review booking procedures The online booking system will not be switched back on at this stage because of the additional information required to impart to visitors and need to carry out checks to confirm if visitors are from the same household. Consideration to be given to how the prisoner will select who they would want to see. Visitors must be from the same household. | **3** | **Partial** | Booking will need to be visitor led to ensure they are made aware of the restrictions in place. |
| **2.2** Clear communication to be shared regarding process with prisoners and families on how the booking can be made including updating Prison Finder pages on GOV.UK. All bookings will be done by telephone. The visitor would be expected to phone the visit booking line to speak to the prison booking clerk. The central visit booking service will continue to be responsible for those prisons they service | **3** | **Limited** | Family service providers may be well placed in supporting families in producing communications for visitors. |
| **2.3** Develop a script for visits bookers to read to all visitors explaining:* Number of visitors allowed
* The reduced length of visits time (if this is the case).
* That all visits will be contact-free.
* Anyone unable to follow social distancing measures and instructions may be asked to leave.
* Visitors should be informed in advance about what to expect when they see their loved one, and be given practical advice about social distancing, face coverings, hand-washing etc.
* Visitors should be informed that anyone showing symptoms of coronavirus should not visit, even if these symptoms are mild or intermittent, due to the risk they pose to others. This is important for infection prevention and control.
* There will be a procedure for temperature/symptom checking visitors at the earliest possible point at arrival at the prison.
* Social visits will not go ahead in establishments within a geographical area identified via GOV.UK as an outbreak community with travel restrictions.
 | **2** | **Partial** |  |
|  | **2.4** Develop prisoner communications to explain:* The number of visitors allowed.
* The length of visits.
* That all visits will be contact-free. Anyone caught breaching this rule may have their visit stopped.
* The mandatory hygiene requirements that all visitors and prisoners will be required to adhere to.
 | **2** | **Partial** |  |
| **VISITOR CENTRE** | **Mandatory Actions** |
| **2.1a** Consult with your family service provider in establishing maximum capacity for visits centre and reaching mutual agreement of safe operating procedures within the centre, including whether the centre can safely be opened. PPE requirements identified by establishment’s local assessments should be provided by HMPPS to all staff (including family service providers).  | **3** | **Limited** |  |
| **2.2a** Ensure that social distancing guidelines are followed and that appropriate signage is displayed.Consider appointing a member of staff at the entrance to the visitor centre to monitor flow an adherence to the maximum permitted numbers.All visitors are required to wear face-coverings. Further guidance on the use of face coverings is contained in the COVID-19 Social Visits SOP. See 3.2a re symptom checking being conducted at the earliest point of entry on prisons grounds. | **3** | **Partial** |  |
| **2.3a** Consult with family service providers and conduct walkthrough of visitor journey. Agree cleaning regime (**NB this may require changes to the contracted cleaning provision**) in between visits and ensure adequate supplies of hand sanitizer and cleaning equipment is available. | **3** | **Partial** |  |
| **2.4a** Agree model for refreshments delivery with family service provider. Refreshments will not be permitted in the visits hall.  | **3** | **Partial** | Consideration should be given to the provision of water in the visits centre. |
| **VISITOR ENTRY**  | **Mandatory Actions**  |
| **3.1** Ensure that social distancing guidelines are followed from first arrival on prison grounds and throughout the visits entryarea. Give consideration to where visitors can wait socially distanced during inclement weather. Consideration should be given to whether any external shelter could be made available, recognising visitors may have travelled considerable distance to get to the prison.All visitors are required to wear face-coverings on arrival. Further guidance on the use of face coverings is contained in the COVID-19 Social Visits SOP. | **3** | **Total** | This could be achieved with signage and floor markings also consider the deployment of additional staff to meet and greet visitors and explain rules and procedures while visitors are awaiting entry **NB** Visitors from the same household will not need to socially distance from themselves. |
| **3.2** Ensure that all visitors are COVID symptom free before allowing entry. Develop a procedure for temperature/symptom checking visitors at the earliest possible point at arrival at the prison. | **3** | **Partial** | Testing should be conducted by HMPPS members of staff. As those testing may also have to refuse entry to symptomatic visitors. |
| **3.3** Develop hygiene provisions throughout the visitor booking in process. Establishments should set up hand washing/hand sanitiser points throughout the visits area and insist visitors use them. | **3** | **Partial** |  |
| **3.4** Review the number of people allowed in any airlocks at one time. Numbers should be limited to ensure that social distancing can be adhered to at all times. Consider deployment of additional staff to monitor this | **3** | **Total** | Visitors will be restricted to being from the same household. |
| **3.5** Develop a process for ‘booking in’ visitors in line with social distancing procedures, including cleaning biometrics equipment. Consider developing a process for visitors to book an arrival slot to ensure that arrivals are staggered.Appropriate bins will be required to dispose of cleaning wipes et al. | **3** | **Partial**  | Consider how visitors will be met on arrival and in particular how this can reinforce social distancing expectations for the entirety of the visit. Consider the use of roaming greeters outside of the visitor’s centre who can walk up and down the line of visitors answering queries and providing information about the process. |
| **3.6** Develop a safe method for identifying visitors who have been ‘booked in’ that is in line with hygiene and social distancing guidelines but also satisfies security requirements in line with the LSS. | **3** | **Total** |  |
| **3.7** Review existing visits searching procedures to ensure that they are in line with COVID-19 SOPs and SOCT guidance on searching. Ensure visual signage is displayed giving instructions on removing and replacing face coverings and hand washing. | **3** | **Limited** | COVID-19 SOP on searching and SOCT searching guidance. Local Security Strategy. Staff will need to follow security SOP for searches.  |
| **3.8** Review existing movement route tomark out stopping areas and routes that allow people to keep the statutory distance apart at all times. | **3** | **Total** |  |
| **3.9** Review access to any outdoor play areas and restrict access if social distancing arrangements and adequate supervision cannot be met. | **3** | **Total** |  |
|  | **3.10** Review the ability to provide refreshments to visitors on arrival in line with national social distancing guidelines. | **3** | **Total** |  |
| **PRISONER ENTRY** | **Mandatory Actions** |
| **4.1** Ensure that social distancing guidelines are followed throughout the visits entryarea.  | **3** | **Total** |  |
| **4.2** Review existing procedures for moving prisoners into the visits area. Establishments should reduce the scale of movement to ensure that social distancing guidelines can be followed.  | **3** | **Total** | Consider how the scale of movements will impact the timings of the visit. |
| **4.3** Develop hygiene provisions throughout the prisoner entry area into visits. Establishments should set up hand washing/hand sanitiser points throughout the searching/holding area and mandate that prisoners use them.Ensure visual signage is displayed giving instructions on removing and replacing face coverings and hand washing and including one way systems where in use. | **3** | **Partial** |  |
| **4.4** Review existing holding areas and mark out statutory spacing. Limit the capacity of holding rooms to ensure that social distancing can be followed.  | **3** | **Partial** | Look at alternative areas or rooms that prisoners can wait in if required. |
| **4.5** Review existing visits searching procedures to ensure that they are in line with COVID-19 SOPs and SOCT guidance on searching. | **3** | **Limited** |  |
| **4.6** Review existing movement route tomark out stopping areas and routes that allow people to keep the statutory distance apart at all times. | **3** | **Partial** |  |
| **THE VISIT**  | **Mandatory Actions** |
| **5.1** Ensure that social distancing guidelines are followed throughout the visits location area. | **3** | **Total** | The statutory distance being observed must also include movement through the hall and the distances between people when they are sat down, this could be a concern as fixed seats in visits halls may not be the required distance apart.  |
| **5.2** Review existing policy to ensure that all visits are contact free. Any prisoner/visitor caught violating this rule should be warned and may have their visit suspended. Consideration of additional staff to monitor compliance. | **3** | **Total** | Consider the use of comms and signage to re-enforce expectations.  |
| **5.3** Review the process for prisoners and visitors who need to use the toilet during the course of a visit to ensure social distancing when queuing for and using facilities. Ensure there is an effective cleaning regime in place for after each use.  | **2** | **Total** | Specific attention will need to be given to cleaning procedures. Consider reducing the capacity of cubicles/sinks where necessary to help manage social distancing. Refer to the SOP Guidance for Social Visits |
| **5.4** Refreshments should not be provided within the visits facility at the current time. | **2** | **Limited** |  |
| **5.5** Review staff patrol routes to achieve sufficient presence whilst managing the risk of transmission  | **3** | **Total** |  |
| **5.6** Review existing movement route tomark out stopping areas and routes that allow people to keep the statutory distance apart at all times. | **2** | **Partial** |  |
| **VISITOR EXIT**  | **Mandatory Actions**  |
| **6.1** Review the process for visitors exiting the visits hall to ensure that movement is staggered and visitors do not all leave the hall at the same time. Consideration to be given to how many sessions can be delivered given that this will add additional time. | **3** | **Total** | See 3.1 |
| **6.2** Ensure that social distancing guidelines are followed throughout the visits exit area and off prison grounds.  | **3** | **Total** | See 3.1 |
| **6.3** Develop hygiene provisions throughout the visitor exit area. Establishments should set up hand washing/hand sanitiser points throughout the visits area and mandate that visitors to use them. | **3** | **Partial** |  |
| **6.4** Review the number of people allowed in any airlocks at one time. Numbers should be limited to ensure that the statutory social distance can be adhered to at all times.  | **3** | **Total** |  |
| **VISITOR CENTRE** | **6.5** Review existing movement route tomark out stopping areas and routes that allow people to keep the statutory distance apart at all times.Ensure Appropriate bins will be required to dispose of cleaning wipes/face masks | **2** | **Total** |  |
| **6.6** Review in conjunction with your Family Services Provider what post-visit support that may necessary to be offered to visitors | **2** | **Total** |  |
| **PRISONER EXIT**  | **Mandatory Actions**  |
| **7.1** Ensure that social distancing guidelines are followed throughout the visits exit area.  | **3** | **Total** |  |
| **7.2** Develop hygiene provisions throughout the prisoner entry/exit area into visits. Establishments should set up hand washing/hand sanitiser points throughout the searching/holding area and mandate that prisoners use them. | **3** | **Total** |  |
| **7.3** Review existing procedures for moving prisoners out of the visits area and back to their wings. Establishments should reduce the scale of movement to ensure that social distancing guidelines can be followed. Additional resources may be required | **3** | **Total** |  |
| **7.4** Review existing holding areas and mark out statutory distance instructions. Limit the capacity of holding rooms to ensure that social distancing can be followed. | **3** | **Partial** |  |
| **7.5** Review existing visits searching procedures to ensure that they are in line with COVID-19 SOPs and SOCT guidance on searching. | **3** | **Limited** |  |
| **7.6** Consider post-visit support.  | **3** | **Total** |  |
| **7.7** Review existing movement route tomark out stopping areas and routes that allow people to keep the statutory distance apart at all times.Disposal point required for any face coverings/masks will need to be put in place.Ensure visual signage is displayed giving instructions on removing and replacing face coverings and hand washing. | **2** | **Partial** |  |

1. Significant Others might include partners, carers or an individual on whom the person in prison relies on for emotional support. [↑](#footnote-ref-1)
2. Where parents are not living together but are part of the same household bubble for a dependent child both parents will be allowed to visit [↑](#footnote-ref-2)