

Safety Recovery – CSIP

Frequently Asked Questions

1. *What should a CSIP referral contain?*

- Referrals need to be completed on NOMIS. They should include the reason for the referral - especially **why** you are concerned that this individual poses a heightened risk of violence (e.g. change in associations, family issues, debt) and why the individual would benefit from being case managed under CSIP. You should familiarise yourself with your establishments local operating guidance for how CSIP is utilised.
- It should also include a consideration of the individuals **known risk factors**, triggers and potential protective factors. The terminology in NOMIS is '**contributing factors**'.
- The referral also should include **what actions** you have already taken e.g. made a referral to the substance misuse team.
- You should speak to the individual in question about your concerns before you make a referral, and that should also inform your referral, so it is important to capture this information in the referral too. The terminology in NOMIS is '**Known Reasons**'.
- Once you have made a referral you should inform your safer custody team.

2. *What should a CSIP investigation include?*

Remember: a Custodial Manager is responsible for overseeing the investigation and making the decision following its completion. Any member of staff may be asked to help complete the investigation, for example, to gather further information that is needed as part of the investigation.

The following should be considered when conducting a CSIP investigation:

- The **background** to the incident or cause for concern (e.g. security intelligence, previous history of violence).
- **Details** about the incident/cause for concern (e.g. what happened, who discovered the incident, what actions have been taken).
- If it's an incident – the decision should include what post-incident action was taken (e.g. location change, change to ACCT observations, Staff care, adjudication, incident recorded on NOMIS/reported to police).
- An **investigation** of the circumstances e.g. why did it happen, what issues contributed to it happening, (e.g. debt, bullying etc.), other things that may be going on with the individual that could be a contributing factor for their behaviour (e.g. family issues).

- **Triggers:** Were there situational factors? individual circumstances (historical events, feelings); what increases risk for the person?
- **Protective Factors:** What reduces the risk for the individual: what support networks do they have; what has worked before.
- **Recommendations** – what should happen next and who should be responsible.

3. *Where do I record the actions I am taking if I do not open a CSIP?*

On NOMIS as a case note stating that the outcome of the investigation led to the conclusion that a CSIP did not need to be opened/the individual's behaviour did not pose a sufficiently high enough risk to be managed under CSIP. You should then enter details of the actions to be taken outside of the CSIP.

4. *Who carries out which part of CSIP?*

- **Referrals** – all staff members can complete referrals. Follow your establishments local operating guidance.
- **Investigations** – A Custodial Manager is responsible for overseeing an investigation and deciding the outcome of the investigation. They may ask other staff to assist, for example, to gather information as part of the investigation.
- **Support and Intervention Plan** – The Case Manager who is allocated to individual. The Case Manager would normally be allocated by Safer Custody or by a Custodial Manager. The Case Manager would bring together multi-disciplinary support from across the different functions/areas of the prisons, drawing on their range of expertise to help develop the Support & Intervention Plan. The individual would also input into the development of their plan. The Case Manager should inform those staff members who are responsible for taken forward actions within the Support & Intervention Plan, providing a brief on how they will contribute.
- **Reviews** – Case Managers are responsible for arranging these with the individual. They should also include other members of staff from the relevant departments e.g. if the individual has a known issue with substances, a representative from the substance misuse team could be there. **Case Managers** are responsible for recording the contents of the review within the CSIP pages of NOMIS, as well as updating the Support & Intervention Plan as required.

5. *How does CSIP work with Keywork?*

CSIP Case Managers could invite the individual's key worker to be involved in the development of their Support & Intervention Plan in order to facilitate a consistent approach to supporting that individual. Where appropriate the key worker could be responsible for certain actions within the individual's Support & Intervention Plan. Key workers should also be aware of what is in an individual's Support & Intervention Plan and be mindful of this when conducting their keywork conversations.

6. *How do I know who should be supported by a CSIP?*

Your Governor/Director should determine where to set the bar for raised risk, and this should be communicated to all staff within the prison. This would then inform decisions on who to progress onto a CSIP. It will differ between establishments depending on the population and levels of violence within the individual prison.

7. *What is an identified need?*

Identified need is the **cause** that is driving a person's behaviour, rather than the result of the behaviour, so it's important that 'interventions' are focused on addressing those identified needs.

8. *Is CSIP supposed to be punitive?*

No, CSIP is not designed to be a punitive process. The aim is to support the individual to reduce their risk of harming others, by bringing together the appropriate team to deliver learning and alternative ways to respond to their triggers. CSIP plans should contain supportive actions to help the individual to move away from their violent behaviours. It should not be used to punish individuals and actions should not be punitive, as there are other mechanisms in place to respond to specific incidents that an individual has been involved in (e.g. the adjudication process).

9. *If an individual on an open CSIP transfers into my prison, should their CSIP be closed?*

Prisoners on CSIP's should only be transferred as a last resort. However, should this happen, a prisoner's Support & Intervention Plan must not be closed solely as a result of their transfer to another prison. The receiving prison must review the individual's Support & Intervention Plan and allocate a case manager to them.

10. *What happens if an individual on an open CSIP is then placed into segregation?*

If an individual supported on CSIP is placed in segregation, their CSIP must be not paused as a result. Instead consideration must be given as to whether this would be a good time to review their CSIP so that their placement into segregation can be considered when determining the individual's needs and support that is provided to them. CSIP should be used alongside measures such as segregation, to support individuals to manage their behaviours.

11. *Can an individual be on both a CSIP and an ACCT at the same time?*

Yes, they can. A prisoner can be both a risk to themselves and to others at the same time (dual-harm), CSIP and ACCT are different approaches to supporting prisoners at risk, and neither must be substituted for the other. Both risks, and the actions being taken to mitigate them, must be fully recorded in the appropriate places.

Where a prisoner is subject to both CSIP and ACCT, they must be allocated the same staff member to act as their CSIP case manager and ACCT case co-ordinator.

12. If I am involved in supporting an individual on CSIP, where do I record the support I have provided?

NOMIS case notes should be utilised to record engagement with the individual. An appropriate topic from the drop-down lists in NOMIS should be used. A case note specifically titled 'CSIP' is not available. Your entry should reflect your engagement, including setbacks and the learning that has been delivered. This should reflect the CSIP intervention plan. This information will inform CSIP reviews, which you will contribute towards.