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# STATES OF JERSEY



## STATES OF JERSEY PRISON SERVICE: H.M. PRISON LA MOYE – ANNUAL REPORT 2013

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Presented to the States on 10th June 2014  
by the Minister for Home Affairs

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STATES GREFFE





# **STATES OF JERSEY PRISON SERVICE**

**H.M. PRISON LA MOYE**

**ANNUAL REPORT 2013**

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## 1. INTRODUCTION

I am pleased to report on the performance of the Jersey Prison Service during 2013.

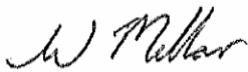
Prisoner numbers dropped significantly in 2012 and remained at the lower levels throughout 2013, with a daily average of 159 and a peak of 169. The number of young offenders and the number of juveniles admitted were extremely low, with no females under the age of 21 and only 3 male juveniles (15–17 years of age) being admitted for short periods during the year.

Her Majesty's Chief Inspector of Prisons (for England and Wales) carried out a comprehensive inspection of La Moye Prison in February, and his report was published in June 2013. This is the first full inspection since 2005 and it resulted in an extremely positive report. The Chief Inspector concluded: "At this inspection we found an institution that had been transformed, both physically and in terms of improved practice, from the prison we inspected eight years ago". The Chief Inspector deploys a team of very experienced and skilled operational inspectors, and consequently, it is gratifying and encouraging to receive affirmation that La Moye Prison is moving in the right direction.

Our commitment to staff development continues, and again some notable successes are reflected in this report.

Prisoner achievements in regard to courses completed and certificates received is, once again, very impressive.

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 2013.



**Bill Millar**  
**Governor**

## **2. 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.

## **3. 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.

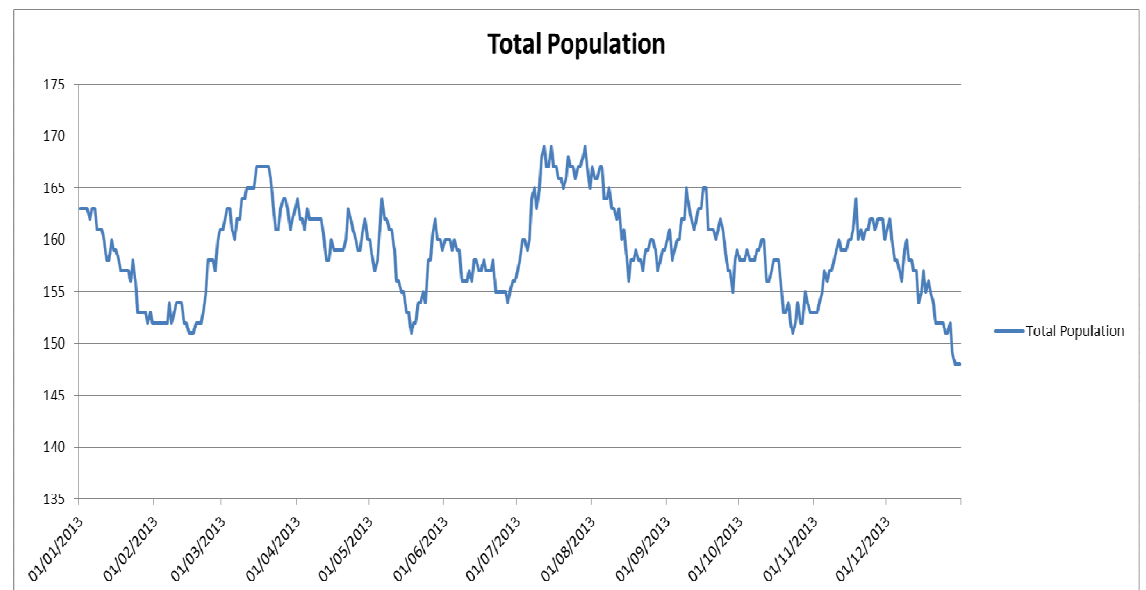
## 4. STATISTICS

### 4.1 Breakdown of prisoner accommodation

<i>Wing</i>	<i>No. of cells</i>	<i>No. of prisoner places</i>	<i>No. with access to in-cell toilet</i>
<b>H</b> <i>(Females)</i>	31	35	35
<b>K3</b> <i>(Young Offenders)</i>	20	26	26
<b>J Wing</b> <i>(Vulnerable Prisoners)</i>	41	62	62
<b>K 1&amp;2</b> <i>(Adult Male Mainstream)</i>	26	31	31
<b>L Wing</b> <i>(Adult Male Mainstream)</i>	60	87	87
<b>G Wing</b> <i>(Out-workers)</i>	22	14*	Communal facilities
<b>Total:</b>	200	255	241

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

### 4.2 Total population during 2013



## 4.2.1

<b>Population</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Maximum daily population	199	199	200	170	169
Minimum daily population	167	163	163	142	148
Average daily population	184	178	184	157	159

## 4.2.2

<b>Receptions</b>			
Male reception	237	Sentenced to imprisonment or youth detention	106
Female reception	21	Non-custodial disposals plus those released from court as time served on day of sentencing	114
		In custody but on remand on 31st December	32
		Transferred	6
Total receptions	258		

## 4.2.3

<b>Length of Sentence</b>	
<= 1 month	12
> 1 month and < 3 months	21
>= 3 months and < 6 months	13
>= 6 months and <= 12 months	17
> 12 months and <= 24 months	18
> 24 months and < 60 months	17
>= 60 months and < 72 months	3
> 72 months	5
Life	0
<b>Total</b>	<b>106</b>



## 4.2.4

<b>Young Offenders</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Number of < 18 years remands received into Youth Detention	3	0	3
Number of < 18 years convicted received into Youth Detention	0	0	0
Number of < 21 years remands received into Youth Detention	15	0	15
Number of < 21 years convicted received into Youth Detention	4	0	4

## 4.2.5

<b>Previous convictions</b>	
Receptions known to have been previously imprisoned	147

## 4.2.6

<b>Countries of Origin (largest populations only)</b>	
Jersey-born	114
United Kingdom	76
Portugal	37

## 4.2.7

<b>Temporary releases (number of prisoners x the number of days released)</b>	
External work	1,603
External healthcare	21
Home leave	313
Total	1,937
Number of individual prisoners released	44

### 4.3 Discipline

- 4.3.1 During the year, 190 misconduct reports (several for multiple offences) were submitted for contravening Prison rules. Seventy-three adult prisoners were involved (67 male, and 6 female); of these, 10 were referred to the Police for investigation. No young offenders were subject to any reports.
- 4.3.2 Of the reports submitted against adult prisoners, 40 had more than one report, the highest being one individual with a total of 21.

4.3.3 The longest period of cellular confinement awarded was 14 days, and the longest period of loss of any other privilege was 18 days.

4.3.4 A breakdown of the punishments awarded during 2013 is attached at **Appendix 1**.

#### **4.4 Home Detention Curfew (HDC)**

4.4.1 A total of 12 prisoners were granted release on HDC during the year, 11 adult males, and one male young offender. One adult male was recalled to Prison for breaching licence conditions.

#### **4.5 Staff in post**

4.5.1 On 31st December 2013, the Prison's approved staff complement was as follows –

	<b>Approved</b>	<b>In post</b>
Governor	1	1
Deputy Governor	1	1
Senior Unit Manager	1	2
Unit Manager	4	4
Senior Officers	13	12
Catering Officer (including a manager)	6	6
Prison Officer (Residential)	55	56
Prison Officer (Operations)	36	31
Nurse Officer (including a manager)	6	6
Engineer Officer (including a manager)	5	5
Civil Servants	23*	23*
Vocational Training Instructors	10	10
Physical Training Instructors (including a manager)	<u>4</u>	<u>4</u>
<b>TOTAL</b>	165	161

\*rounded up to whole full-time equivalents

## 5. FINANCIAL REPORT FOR 2013

### 5.1

	<b>BUDGET 2013</b>	<b>ACTUAL SPEND/ INCOME 2013</b>	<b>VARIANCE (OVER)/ UNDER</b>
<b>Staff</b>	£8,656,208	£8,663,604	<b>-£7,396</b>
<b>Non-Staff</b>			
Premises + Maintenance	£717,784	£803,643	<b>-£85,859</b>
Supplies + Services	£1,302,325	£1,284,520	£17,805
Administrative Costs	£173,641	£288,975	<b>-£115,334</b>
Cost of Prisoners in UK	£250,000	£216,955	£33,045
<b>Total Non-Staff</b>	<b>£2,443,750</b>	<b>£2,594,093</b>	<b>-£150,343</b>
<b>Total Expenditure</b>	<b>£11,099,958</b>	<b>£11,257,697</b>	<b>-£157,739</b>
Less Income			
Prison Industries	<b>-£285,000</b>	<b>-£369,914</b>	£84,914
Rent	<b>-£119,800</b>	<b>-£116,349</b>	<b>-£3,451</b>
<b>Net Expenditure</b>	<b>£10,695,158</b>	<b>£10,771,434</b>	<b>-£76,276</b>

5.2 Net revenue expenditure for H.M. Prison was just under £10.7 million, of which almost £8.7 million (80.6%) were staff costs.

5.3 The cost of prisoners' food was £4.06 per prisoner per day.

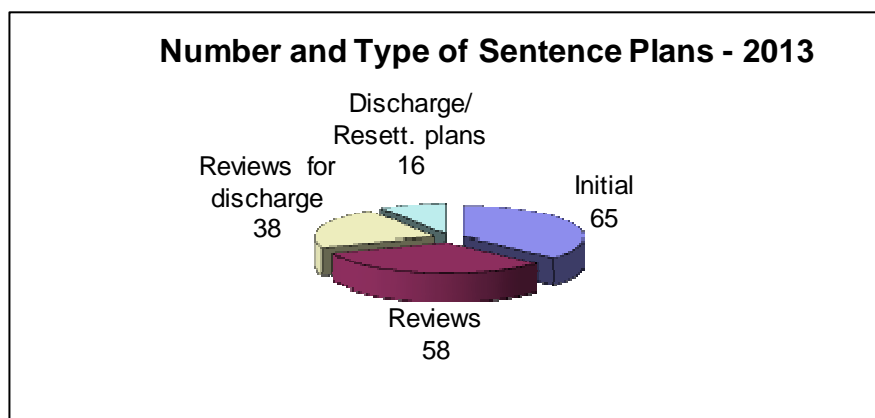
**6. SENTENCE PLANNING**

**6.1 Sentence management**

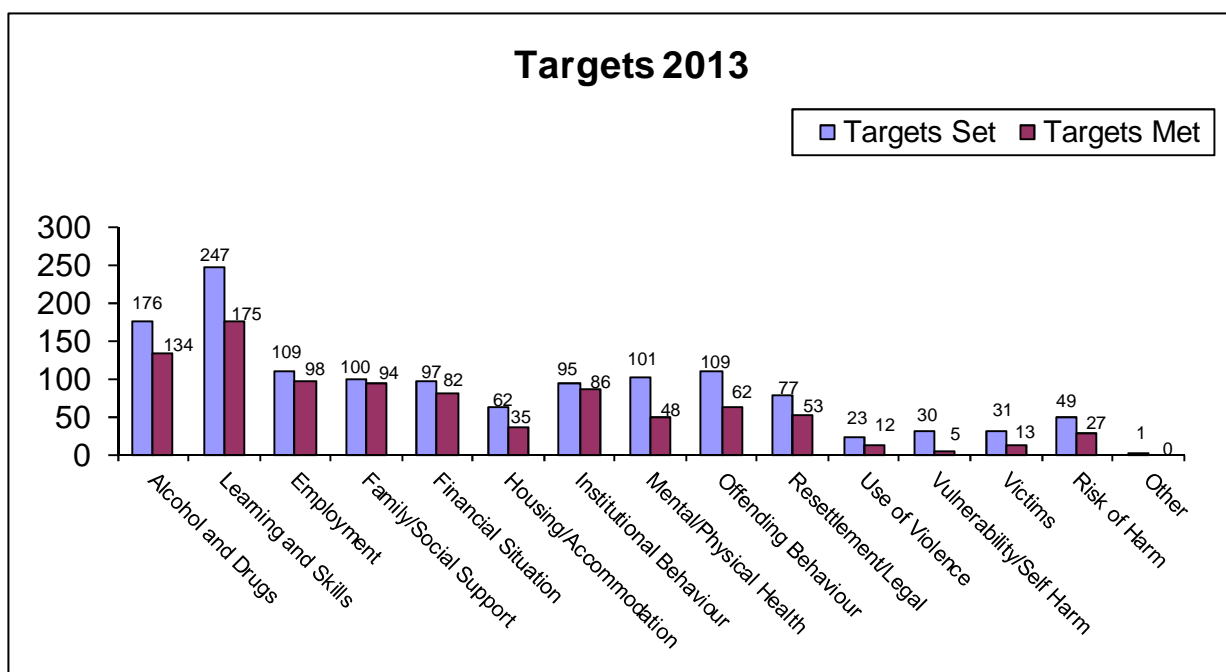
6.1.1 During 2013, a total of 177 sentence plans were completed for convicted prisoners, a breakdown of which is set out below. The discharge/resettlement plans relate to very short-term prisoners where there is insufficient time to conduct reviews before discharge.

6.1.2 All eligible prisoners participated in sentence planning process.

6.1.3 *Sentence plans*



6.1.4 *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.

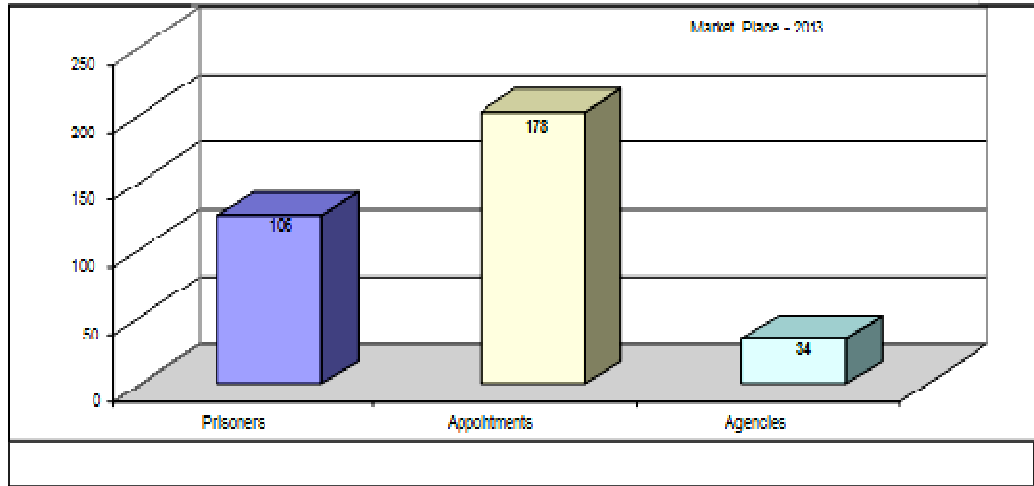
**6.2 The Marketplace**

6.2.1 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.

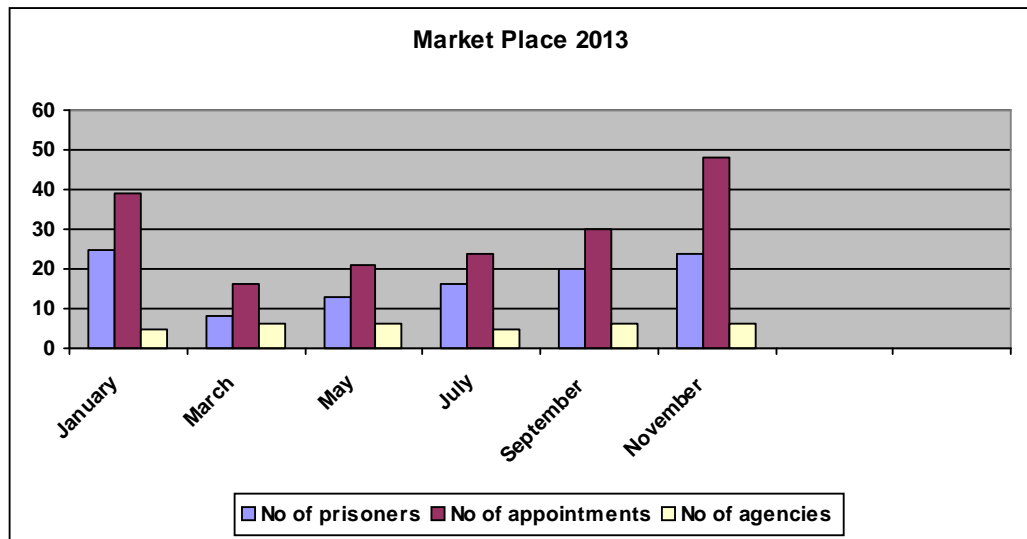
6.2.2 All of the external agencies below attended the Marketplace, with 5 or more agencies at each event –

- Workwise
- Grace Trust
- Income Support
- The Shelter Trust
- Citizen’s Advice Bureau
- Community Bank
- Freedom for Life Ministries.

6.2.3



6.2.4



## 7. LEARNING AND SKILLS DEPARTMENT

### 7.1 Staffing

7.1.1 At the end of 2013, the Learning and Skills Department consisted of the following sections, managed by the Head of Learning and Skills –

<b>General Education</b>	Head of Learning and Skills Education Manager 3 qualified Teachers 1 Librarian/Information Resource Assistant 1 part-time Teacher for ICT 1 part-time Teacher for English for Speakers of other Languages (ESOL)
<b>Vocational training</b>	1 Vocational Training and Workshop Manager 5 Vocational Instructors covering brickwork, carpentry (x 2), painting and decorating, industrial cleaning
<b>Horticultural Compound</b>	1 Horticultural Manager 3 Horticultural Instructors
<b>Physical Education Department</b>	1 P.E. Manager 3 P.E. Officer Instructors

### 7.2 Key developments in 2013

- The 2013 Her Majesty's Chief Inspector of Prisons (HMCIP) report for the Prison awarded the highest grade available for "purposeful activity". The Ofsted Chief Inspector who accompanied the HMCIP team made the following assessments: "outcomes for prisoners engaged in learning and skills and work activities, outstanding; quality of learning and skills and work activities, good; effectiveness of leadership and management, good".
- The addition of a part-time administrative assistant to support the work of the department has facilitated the development of the prisoner computer network and has improved the links with outside agencies.
- During the year, the following workshops were organised: a mind management motivation workshop with ex-world boxing champion, Glen Catley; a comedy drama workshop with a UK drama group, Oddsocks; and a breakdance workshop.
- The creative arts programme has expanded in 2013, with the introduction of a drama/dance studio. Other creative activities over the year have included 2 music workshops and an accredited creative arts course with the Open College Network.

- An arts exploration course which has a specific therapeutic element that links in with the work of the psychology department was introduced.
- As a result of a decline in the number of prisoners with English as a second language, the provision of ESOL lessons has been reduced. This allowed for the appointment of a part-time Information and Communication Technology teacher to meet the growing demand in all areas of education and training for IT.
- A new basic skills assessment programme has been introduced as part of the induction process for education that assesses dyslexia, and this has been used to identify and support learners with specific learning needs.
- New modules of a life skills programme were added in 2013; the accredited units now offered are customer service, personal financial management, healthy eating, healthy lifestyle, software fundamentals and basic cooking.
- The building work in the horticultural unit has been completed, with the smaller replacement greenhouse and new education classroom becoming available for use in November. The quality of product from the unit is very high, with the cyclamens and poinsettias grown at the end of 2013 providing a good example of this.

### **7.3 Learning opportunities**

7.3.1 A core curriculum is accessible to all prisoners. This consists 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 European Computer Driving Licence (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 Library extension 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 cleaners in the Prison.
- 4 recreational, staff supported, Fitness Centre sessions per week and 3 recreational, staff supported Sports Hall sessions per week.
- A fitness referral programme agreed with Health Care allows 3 fitness and one general sports session for those who are not able to access mainstream P.E. activities.
- A programme, offered in rotation, of accredited sports courses in a variety of disciplines, some using Community Sports Development Officers, others linked to gaining industry standard vocational training qualifications.

### 7.3.2 Core activities included the following –

- Courses at Level 2 have been introduced in brickwork, painting and decorating, carpentry and industrial cleaning. Work-based learning experiences have been provided, where possible. 2013 External Verifier reports from City and Guilds, Scottish Qualifications Authority, British Computer Service, Open College Network, British Industrial Cleaning Society and Highlands College, have all been very positive. The City and Guilds verifier commented on the outstanding quality of the brickwork course in particular, and recommended that the tutor be put forward for the C&G Gold Medal.
- An average of 25 prisoners studied open learning courses at level 2 or above at any one time, and the number of Open University students studying for degree level modules ranged between 4 and 8.
- The P.E. Department ran 2 Jersey Cricket Association Leadership courses and a Netball Leadership course in partnership with Jersey Development Officers.
- The gym and fitness facilities were very well used, with over 2,000 prisoner visits to the department each month.
- The 5th annual art exhibition took place at the Harbour Gallery in March: **Inside Out 5** was opened by Lieutenant-Governor Sir John McColl and Lady McColl, patron of Art in the Frame. The exhibition offers a showcase for prisoner artwork, and it also exhibits some of the carpentry and horticultural products produced by prisoners working within the Learning and Skills Department.

### 7.3.3 Teaching the functional skills of literacy, numeracy and ICT continues to be a priority.

### 7.3.4 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.

7.3.5 The Learning and Skills Department continues to have 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.

7.3.6 The Library facility is accessible twice a week to all Wings on a fixed timetable. There were 4,830 visits from prisoners to the library and 4,502 books were borrowed.

#### **7.4 Learning and Skills taught hours**

7.4.1 **Appendix 2** provides a breakdown of the teaching hours for educational and vocational training courses.

#### **7.5 Examination results for 2013**

7.5.1 **Appendix 3** shows assessments completed by the Prison population at the year-end.

#### **7.6 Staff development**

- 2 vocational training staff completed the City and Guilds Internal Verifier course (TAQA IQA) taught by Highlands College.
- 3 Physical Education Instructors completed the CYQ Level 3 Gym Instructor qualification.
- 1 member of the Vocational Training staff completed 'Preparing to Teach in the Lifelong Learning Sector' (PTLLS) with Highlands College.

#### **7.7 Employment**

7.7.1 The carpentry workshop produced a range of garden furniture products, sold mainly to other States Departments, but also sold by word of mouth to private individuals. The unit also supported a number of community projects in schools. Larger orders from the Co-operative Society and some schools have enabled some of the finishing work to be located in the H Wing and J Wing workshops. These products meet the criteria to be sold under the Genuine Jersey logo.

7.7.2 The output from the horticultural unit compared favourably with previous years, despite the problems with the weather and building works.

7.7.3 The numbers in Table 4.9.1 (below) show the numbers of prisoner jobs available throughout 2013. The average rate of employment for all those wishing to work in 2013 was between 72% and 83%. For convicted prisoners, the figure was between 90% and 95%.

## 7.8 Employment availability

7.8.1 The Table below details the work opportunities available in each Wing.

<i>Wing</i>	<i>Wing cleaning</i>	<i>Off-Wing cleaning</i>	<i>Other Wing work</i>	<i>Compound work</i>	<i>Recycling workshop</i>	<i>Carpentry workshop</i>	<i>Kitchen</i>	<i>Out on licence</i>	<i>Maximum employment available</i>
H	2	3	3		8				16
J	5		7		12				24
K3	4		2						6
K1 and K2	4		3						7
L1 and L2	5	1	5	15–22		10	20		56–63
Vocational training									19
G								6–12	6–12
Total	20	4	20	15–22 (Seasonal)	20	10	20	6–12	115–128

### Key to headings for Table 7.8.1

- Wing cleaning – 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 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 work – employment opportunities vary in the horticultural compound from a minimum of 15 in the winter to a maximum of 22 in the summer.
- Recycling workshop – the workshops have a maximum capacity of 12 for J Wing and 8 for H Wing.
- Carpentry workshop – maximum of 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.

## 8. STAFF TRAINING AND DEVELOPMENT

### 8.1 Staff training hours

2009	2010	2011	2012	2013
4,914	3,977	4,781	9,109	5,523

8.1.1 With reference to the above hours for 2013, 2,896 related to induction training for new recruits, and the remainder covered –

- Control and Restraint
- First Aid
- Prison Policy Matters
- Managing performance
- Vocational Qualifications
- Vocational Qualification in Custodial Care
- Diversity
- Core operational skills training
- Fitness testing
- Interview skills and preparation.

8.1.2 Four operational managers commenced the Modern Manager Development Programme at level 3; 2 having successfully completed before the end of 2013 and 2 scheduled for completion in 2014.

8.1.3 Fourteen Managers were trained to carry out internal audits on performance against standards.

8.1.4 Three Managers successfully completed a Managing Safely course.

## 9. HEALTHCARE

### 9.1 Complaints

9.1.1 There were no formal complaint about healthcare in 2013.

### 9.2 Detox

9.2.1 The number of detoxes for substance abuse is divided into 3 main categories: opiates, benzodiazepines and the majority of poly-drug abusers require a combination detoxification for both opiates and benzodiazepines. Buprenorphine (subutex) was introduced for use in opiate detox.

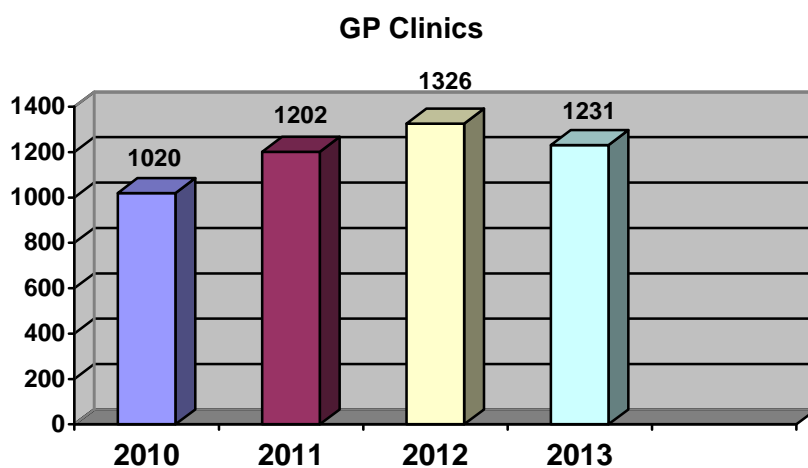
9.2.2 The breakdown of detoxes in 2013 was as follows –

- opiates and benzodiazepines detoxes..... = 18
- opiate-only detoxes ..... = 16
- benzodiazepine-only detoxes ..... = 13

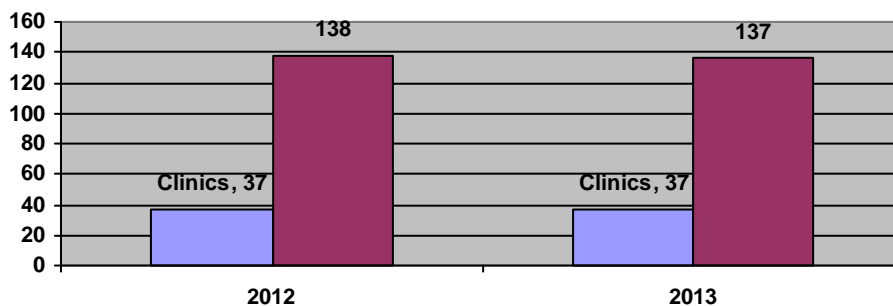
9.2.3 The most significant change in substance misuse has been the reduction in the use of Heroin. The majority of detoxes were for prescribed medication, particularly buprenorphine (Subutex or Suboxone).

### 9.3 Healthcare Clinics

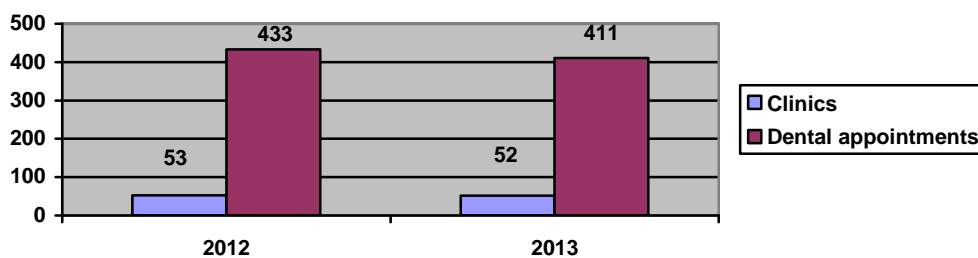
#### 9.3.1 Number of prisoners attending G.P.



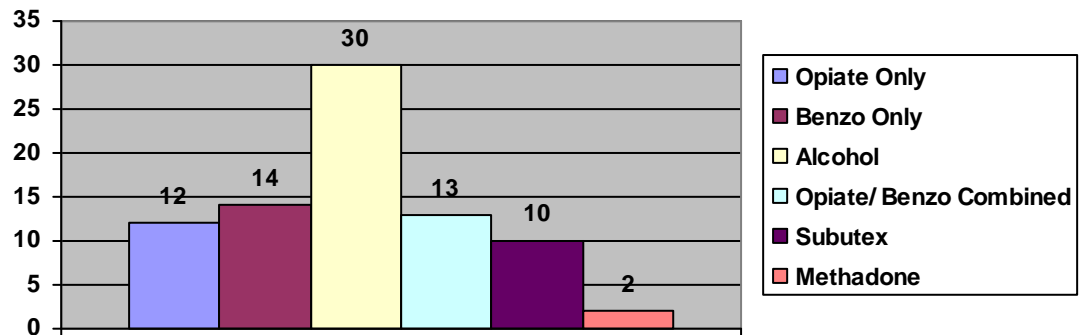
#### 9.3.2 Psychiatric appointments



#### 9.3.3 Dental appointments



### 9.3.4 Alcohol and Drug Detoxification Programmes



## 10. PROGRAMMES AND INTERVENTIONS

### 10.1 Psychology and Programmes Overview

10.1.1 During 2013 the Psychology Department continued to address the issue of succession planning, by supporting 2 Forensic Psychologists in Training as they continued to work towards Chartership with the British Psychological Society. They were under the supervision of the Principal Forensic Psychologist, who retires in August 2014. The Principal Forensic Psychologist was admitted on to the British Psychological Society Register of Applied Psychology Practice Supervisors in October 2013.

10.1.2 During 2013 the delivery of accredited offending behaviour group-work programmes became embedded into the Prison regime through the Jersey Alcohol-Related Violence Intervention Strategy (JARVIS) and Addressing Substance-Related Offending – Secure (ASRO-S). Additionally, the accredited Thinking Skills Programme (TSP) was adopted on licence from the England and Wales Ministry of Justice. A total of 27 programme completions were achieved during 2013, broken down as follows –

ASRO-S –	12	(non-completers 0)
JARVIS –	3	(non-completers 1)
TSP –	12	(non-completers 4)

10.1.3 Discussions began with the Ministry of Justice to explore the feasibility of adopting the accredited ‘Building Better Relationships’ domestic violence group-work programme. These negotiations continue.

10.1.4 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.

## 10.2 Psychology statistics

Release on Temporary Licence: Risk Assessment Reports	Sentence Plan Contributions	Induction Interviews	One-to-one interventions
75	181	161	674

## 10.3 Substance Misuse Team overview

The Substance Misuse Therapy team comprises one Substance Misuse Counsellor and one Psychological Assistant, who fulfil the role of substance misuse therapist. Both of these members of staff are facilitators on the accredited offending behaviour programmes. The Psychological Assistant undertakes inductions for both Substance Misuse and Psychology. She sees everyone on induction and passes them on to the appropriate practitioner when their needs have been assessed.

## 10.4 Substance Misuse statistics

Release on Temporary Licence: Risk Assessment Reports	Sentence Plan Contributions	Induction Interviews (see Psychology stats above)	One-to-one interventions
72	220		814

## 10.5 Self-help groups

10.5.1 The Substance Misuse team continues to facilitate visits to the Prison from representatives of Alcoholics Anonymous, who hold meetings on the accommodation Wings. During 2013, meetings for female prisoners commenced. They proved to be very popular, with an average of 7 women attending. The average attendance for the year was 3 prisoners per session in the male Wings.

10.5.2 The team facilitated the drug workshop during crime week with Prison! Me! No way! These took place in March and October. The Psychological Assistant has begun writing a short educational Drug Awareness group-work programme, which it is hoped to deliver to prisoners in the near future.

**11. SAFER CUSTODY**

**11.1 Assaults or violent incidents**

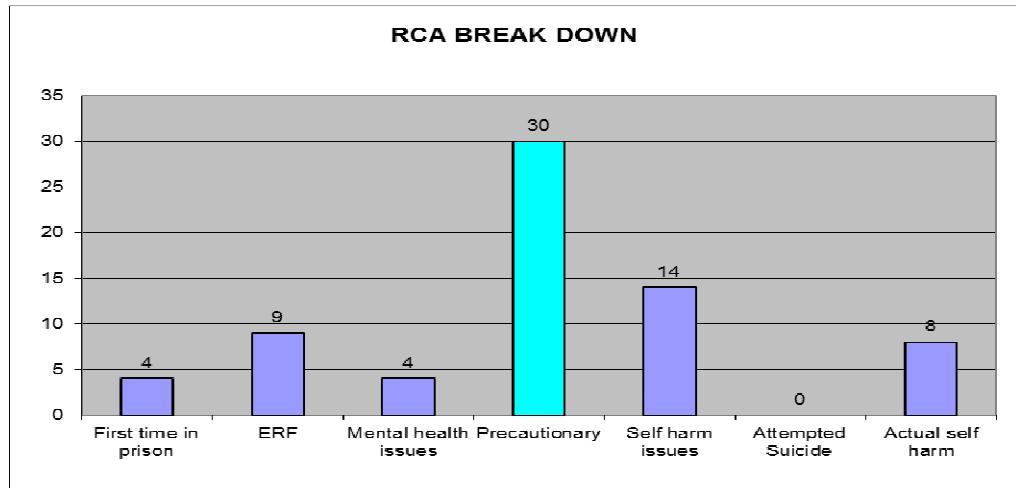
One hundred and eighty-five reports were submitted to the Safer Custody Officer during the year: 44 of these were Bullying Information Reports and 79 were Prison Information Reports. Fifty-nine anti-bullying investigations were carried out.

MONTH	TOTAL NUMBER	ASSAULTS ON PRISONERS	ASSAULTS ON STAFF
TOTALS	50	44	6

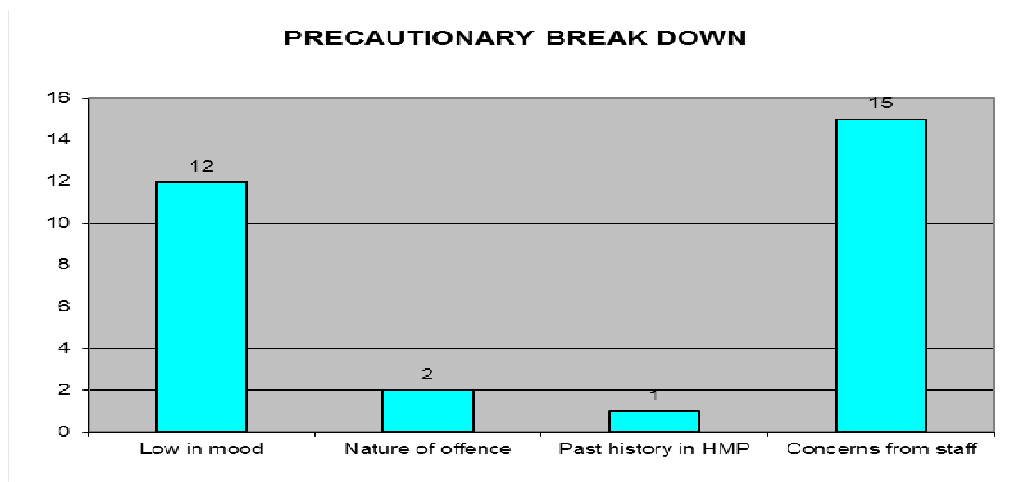
**11.2 Self-harm**

11.2.1 Sixty-nine referrals were made to the Safer Custody Officer related to the risk of self-harm.

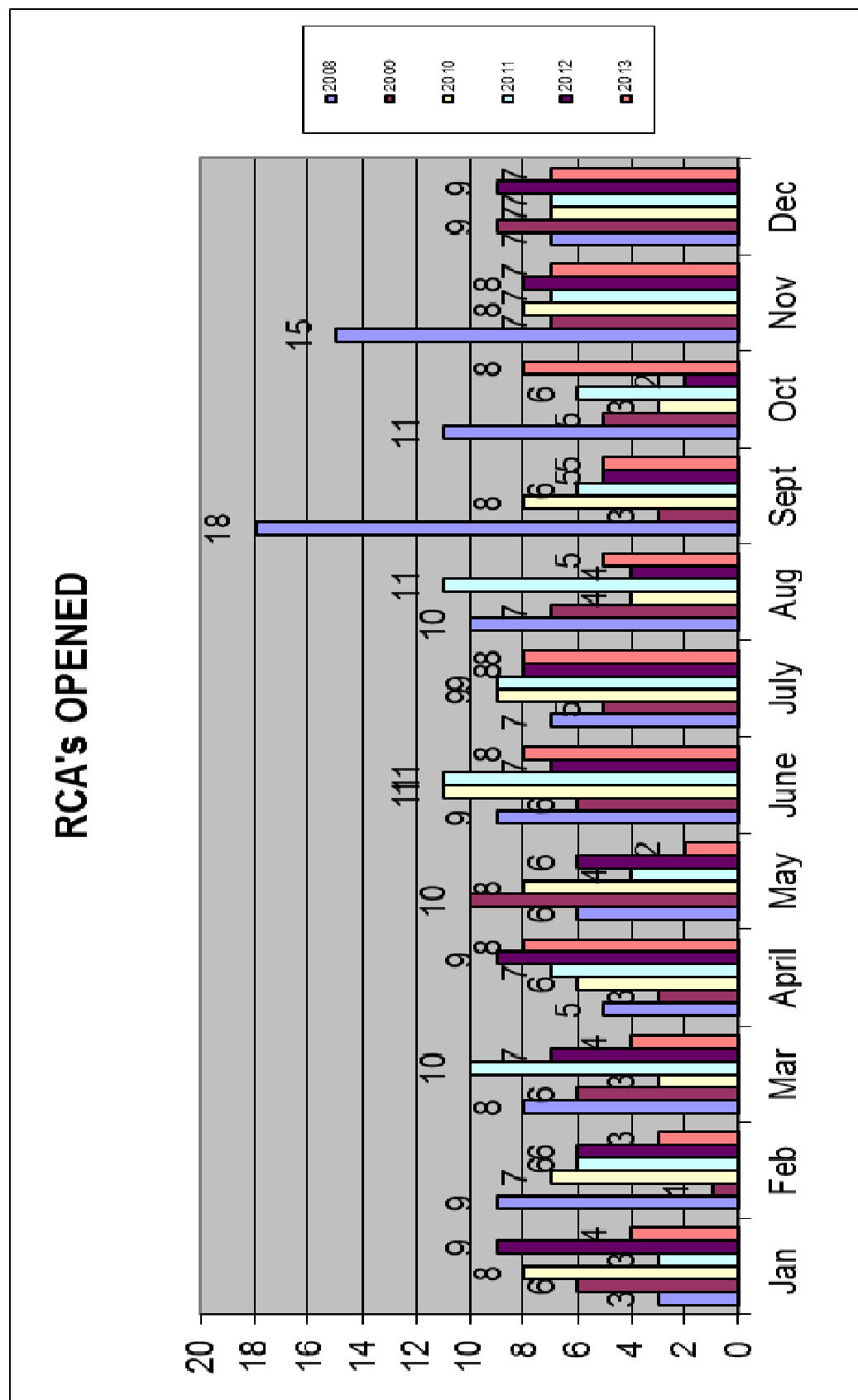
11.2.2 *Risk and Concerns Assessments (RCAs)*



11.2.3 *Precautionary measures*



11.2.4 Breakdown of observations





## APPENDIX 1

<b>OFFENCE AGAINST PRISON RULE 80</b>	<b>No.</b>	<b>Dismissed</b>	<b>Loss of Association</b>	<b>Cellular Confinement</b>	<b>Caution</b>	<b>Loss of privileges</b>	<b>Loss of Earnings</b>	<b>Referral to Police</b>
1 Commits any assault	22	5	1	11				5
5 Fights with any person	18	3	6	6				2
6 Intentionally endangers the health or safety of others or by the prisoner's conduct, recklessly endangers such health or safety	12	4	3	2	2			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	4					1		
9(b) Fails to comply with any condition upon which the prisoner is so temporarily released	3			1	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	13	1	6	4		1		1

<b>OFFENCE AGAINST PRISON RULE 80</b>	<b>No.</b>	<b>Dismissed</b>	<b>Loss of Association</b>	<b>Cellular Confinement</b>	<b>Caution</b>	<b>Loss of privileges</b>	<b>Loss of Earnings</b>	<b>Referral to Police</b>
(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	2	2						
11 Sells or delivers to any person any article which the prisoner is not authorised to have	1	1						
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	13	2	3	1	3		3	
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	7	2			1			

<b>OFFENCE AGAINST PRISON RULE 80</b>	<b>No.</b>	<b>Dismissed</b>	<b>Loss of Association</b>	<b>Cellular Confinement</b>	<b>Caution</b>	<b>Loss of privileges</b>	<b>Loss of Earnings</b>	<b>Referral to Police</b>
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		1				1	
20 Uses threatening, abusive or insulting words or behaviour	45	5	26	9	4			1
21 Intentionally fails to work properly or, being required to work, refuses to do so	6		3		3			
22 Disobeys any lawful order	28	4	14	8	2			
23 Disobeys or fails to comply with any rule or direction applying to a prisoner	7	1	2	3			1	
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	1		1					
28 Commits any indecent or obscene act	1				1			

<b>OFFENCE AGAINST PRISON RULE 80</b>	<b>No.</b>	<b>Dismissed</b>	<b>Loss of Association</b>	<b>Cellular Confinement</b>	<b>Caution</b>	<b>Loss of privileges</b>	<b>Loss of Earnings</b>	<b>Referral to Police</b>
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					

## APPENDIX 2

## Core education programmes – individual hours taught

	<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>	<i>Year</i>
ICT	560	238	18	0	816
ART	1,068	764	856	726	3,414
FUNCTIONAL SKILLS	504	574	236	300	1,614
ESOL	216	203	130	145	694
OPEN LEARNING	57	64	79	94	294
PERFORMING ARTS	0	121	425	288	834
ART EXPLORATION	0	34	54	72	160
HEALTHY EATING	85	0	146	163	394
ACET	36	54	130	0	220
CUSTOMER SERVICES	34	0	0	0	34
DOMESTIC COOKERY	12	0	0	0	12
FINANCIAL MANAGEMENT	0	0	187	0	187
<b>TOTAL</b>	<b>2,572</b>	<b>2,052</b>	<b>2,261</b>	<b>1,788</b>	<b>8,673</b>

## Vocational training programmes – individual hours taught

	<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>	<i>Year</i>
BRICKWORK	713	911	932	801	3,357
PAINTING/DECORATING	774	555	376	867	2,572
CARPENTRY	696	265	165	978	2,104
P.E.	646	695	561	816	2,718
INDUSTRIAL CLEANING	460	347	0	158	965
<b>TOTAL</b>	<b>3,289</b>	<b>2,773</b>	<b>2,034</b>	<b>3,620</b>	<b>11,716</b>

## Other purposeful activities – individual hours taught

	<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>	<i>Year</i>
LIBRARY	901	1,145	1,311	1,353	4,710
RECREATIONAL P.E.	4,063	5,061	4,904	4,189	18,217
REFERRAL GYM	539	673	711	604	2,527
<b>TOTAL</b>	<b>5,503</b>	<b>6,879</b>	<b>6,926</b>	<b>6,146</b>	<b>25,454</b>

**Total hours taught and accredited certificates awarded in Learning and Skills**

	<i>Hours taught 2010</i>	<i>Certificates awarded 2010</i>	<i>Hours taught 2011</i>	<i>Certificates awarded 2011</i>	<i>Hours taught 2012</i>	<i>Certificates awarded 2012</i>	<i>Hours taught 2013</i>	<i>Certificates awarded 2013</i>
<i>1st Quarter</i>	2,891	103	6,286	145	12,245	460	11,364	278
<i>2nd Quarter</i>	4,880	444	5,583	196	11,204	487	11,704	253
<i>3rd Quarter</i>	5,286	381	5,902	142	10,628	433	11,221	206
<i>4th Quarter</i>	5,847	184	5,698	280	10,989	259	11,554	330
<b>TOTAL</b>	<b>18,904</b>	<b>1,112</b>	<b>23,469</b>	<b>763</b>	<b>45,066</b>	<b>1,639</b>	<b>45,843</b>	<b>1,067</b>

## APPENDIX 3

## COURSES COMPLETED SUCCESSFULLY – 2013

<b>General Education</b>	
Prison Education Trust (PET)	23
Open University (OU) Courses funded and completed	8
OCN L2 Financial Management	9
OCN L1 and L2 Healthy Eating	25
ACET	21
Introduction to Drama	23
Introduction to Contemporary Dance	3
APT L2 and L3 Developing Improvisation in Performance	9
Music Workshop	9
Functional Skills	69
Adult Numeracy Level 2	1
ECDL	20
Passport to Safety	9
OCN L2 Word Processing Software	4
OCN L3 Spreadsheet Software	6
OCN L2 Spreadsheet Software	11
OCN L1 Software Fundamentals	11
OCN L1 Presentation Software	17
Preliminary English Test	2
First Certificate in English (FCE)	1
Business English	1

<b>Physical Education</b>	
EBA Officiating	10
EBA Leader	10
Netball Leadership	7
JCA Cricket Leadership	16
Sports Leaders	14
CYQ Level 2	17
CYQ Level 1	7
OCN Level 2	12
OCN Level 1	10

<b>City &amp; Guilds Vocational Training Units</b>	
C&G Painting and Decorating	142
C&G Brickwork	114
C&G Carpentry	79
Industrial Cleaning	461