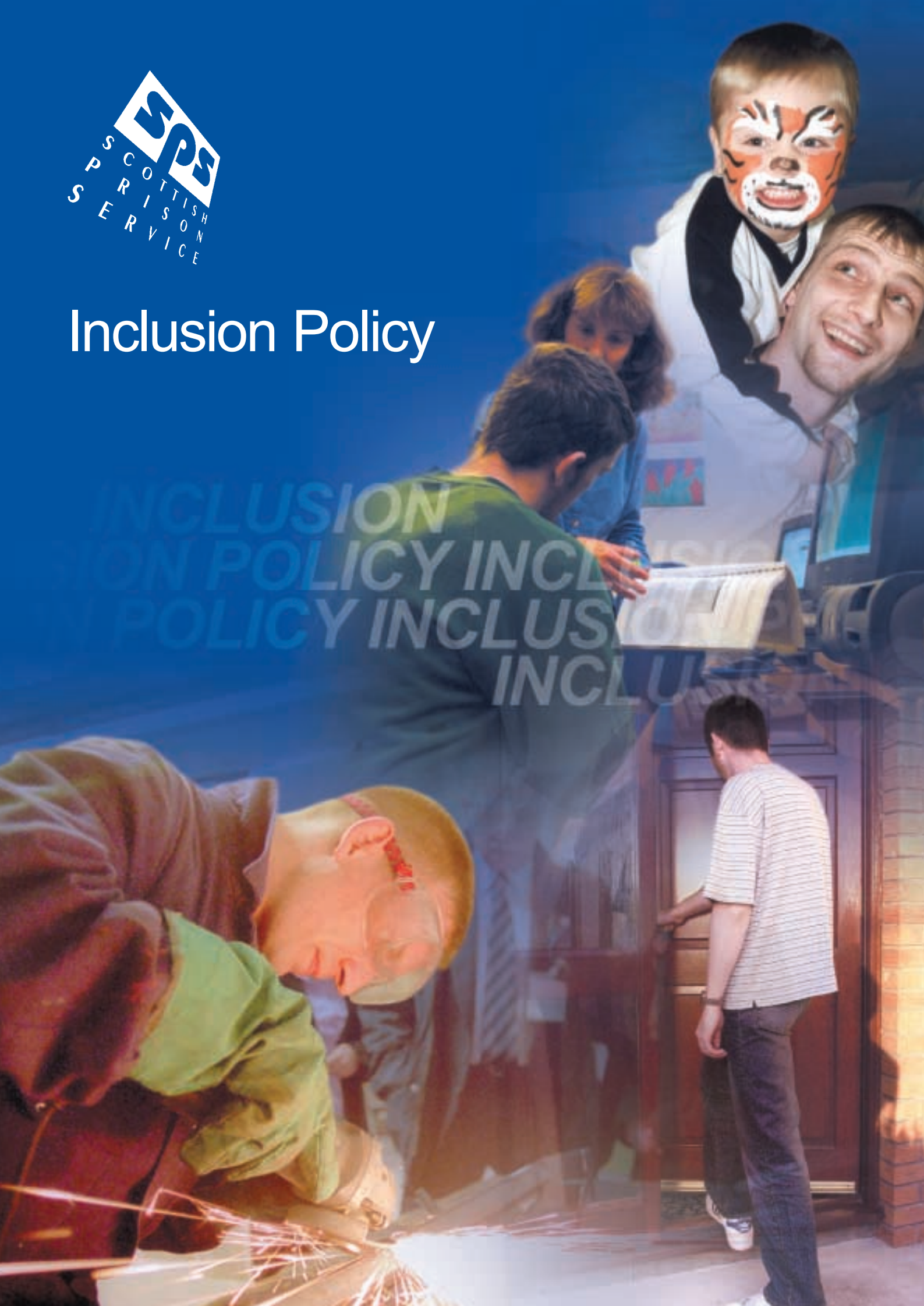




Inclusion Policy



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Scottish Prison Service: Inclusion Policy

Returning offenders back into society 'better equipped' and more able to be 'part of a community' is at the heart of Inclusion and integral to the Mission and Vision of the Scottish Prison Service.

SPS Mission

We will maintain secure custody and good order; and we will care for prisoners with humanity and provide them with appropriate opportunities.

SPS Vision

At the end of 2000 the SPS Board launched its vision for 'Correctional Excellence'. It states that 'we will be recognised as the leader in prisons' correctional work which helps reduce re-offending and thereby offers value for money to the taxpayer.'

The Inclusion agenda is fundamental to the five pillars within the SPS Vision:

- delivering effective prisoner opportunities which reduce re-offending;
- an estate 'fit for purpose';
- providing the highest standards of service delivery;
- prison staff being respected for their professionalism and the difficult job they undertake;
- demonstrating value for money for the taxpayer.

Inclusion and the fit with the wider Rehabilitation and Care agenda is set out in 'Making a Difference' launched by SPS in 2002. Within the Rehabilitation framework Inclusion sits alongside Healthcare Risk and Interventions and together offer a wide range of opportunities for prisoners to address offending behaviour, improve health and prepare for life on liberation.

In 2004 the SPS Board signed off an agreement that the Vision for the Rehabilitation and Care Directorate would be offender-focused and its role was to endeavour to deliver the following 10 Prisoner Outcomes:

1. Physically and mentally well;
2. Substance free and/or stabilised;
3. Able to access the most appropriate accommodation;
4. Able to read, write and count;
5. More employable;
6. Able to maintain relationships with family, peers and community;
7. Have the knowledge of how to access community support on release;
8. Able to live independently;
9. Stop re-offending;
10. And does not present risk to the public.

Inclusion

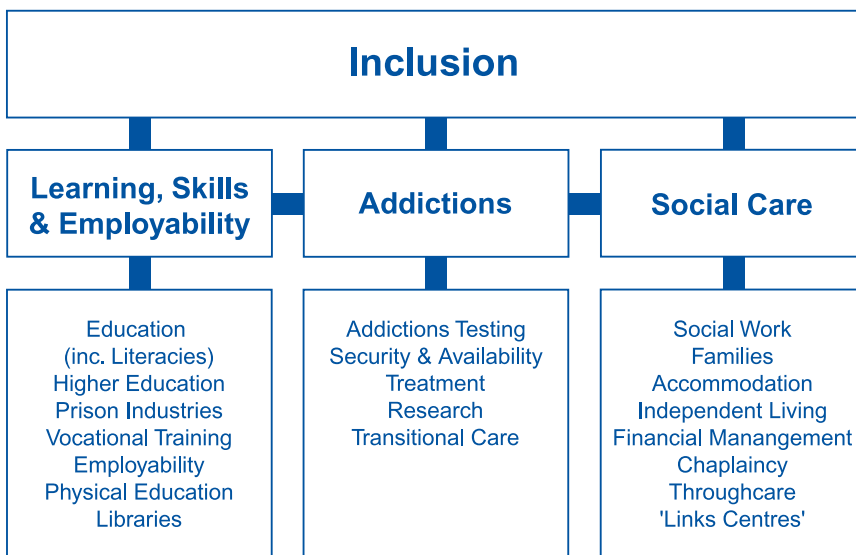
Since the early '90's SPS has been developing processes and systems around a prisoner's length of stay within prison. The concept of "Sentence Management" ensures long-term prisoners (4years+) are systematically assessed and a 'sentence plan' developed so that risks and needs are addressed while in custody.

In 2002, in recognition of the needs of short-term prisoners (less than 4 years), SPS introduced the concept of 'Inclusion'. The primary aim of Inclusion is to strategically integrate a range of opportunities that research has suggested should have the greatest impact on the lives of released offenders.

Whilst it is acknowledged that all prisoners have a diverse range of complex problems and needs the Inclusion Branch embraces the following areas;

- Learning (Education, including Literacies)
- Higher Education
- Vocational Training
- Physical Education
- Libraries
- Industries (production work and services)
- Employability
- Addictions
- Social Care, including
 - Statutory Social Work
 - Families
 - Accommodation
 - Debt & Financial Management
 - Chaplaincy

To manage all of these issues in an effective way we have clustered these issues into 3 discrete, yet inter-related policy areas. For each of the areas a sub-group has produced a policy and related guidance.



Government Policy and Inclusion

Much has been written in public policy about exclusion issues and the barriers prisoners face when re-integrating back into society after a custodial sentence. Recently the Social Exclusion Unit within England and Wales published '*Reducing Offending by Prisoners*' which highlights the need for integrated services during their sentence and on release. (<http://www.socialexclusionunit.gov.uk/>)

Links to Government Policy in Scotland

In Scotland the Social Inclusion Division and other departments of the Scottish Executive are actively engaged in meeting a range of Social Justice targets under the banner of '*A Scotland where everyone matters*'. ([http:// www.scotland.gov.uk/publications](http://www.scotland.gov.uk/publications))

The Scottish Parliament is developing agendas tackling disadvantage, health and economic growth. This is partly achieved by improving education, skills, transport infrastructures, creating a safe and just society and a wide regeneration programme through the community planning process.

Many of these policy areas impact on the work of the Scottish Prison Service and sit comfortably with the task of rehabilitating prisoners while in custody.

Defining Inclusion for the Scottish Prison Service

The Scottish Prison Service defines the process of Inclusion in this way:

'By assessing and addressing prisoner needs we aim to put offenders back into society better equipped and more able to be part of a community than when they entered prison.'

Making A Difference, Rehabilitation and Care Directorate, 2002.

Principles

There are five broad principles underpinning the work of the Inclusion Branch:

- Evidence-based assessment of need;
- Logical and sequenced priority planning
- Meaningful and appropriate Interventions and activities;
- Seamless transitions from custody to community by fostering effective partnerships;
- Information sharing with partners to maximise the impact of community integration and support on release.

Objectives

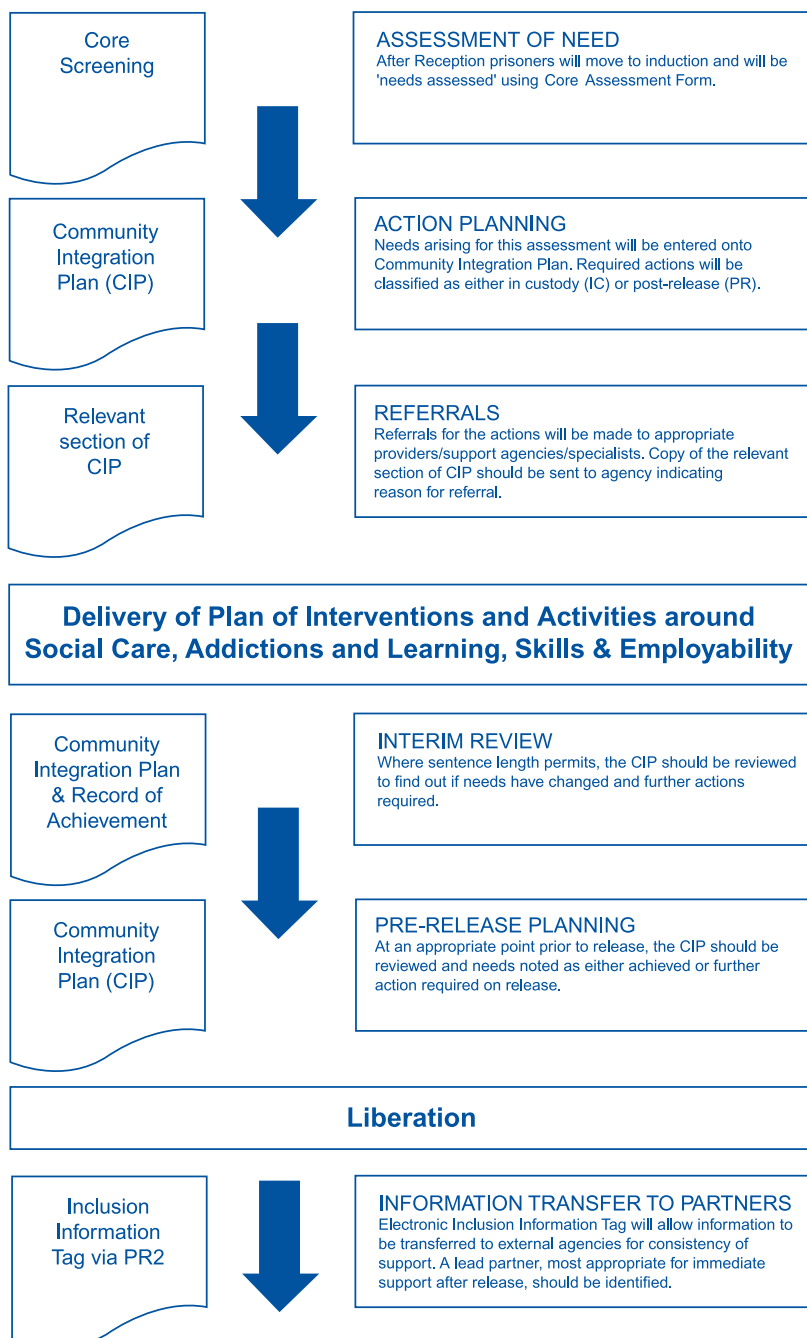
Based upon the five key principles, the Branch objectives are as follows:

- To work with community partners to ensure work carried out in the prison is, where possible, consistent with community practice and which will improve transitional arrangements and supports for prisoners on release.
- To assess the needs and risk of re-offending of the prison population.
- To develop programmes, interventions and activities that give prisoners a balance and blend of opportunities that challenge offending behaviour and aim to offer greater opportunities to reduce re-offending on release.
- To integrate learning, with particular emphasis on core and basic skills, into a broader range of activities e.g. vocational training, physical education, catering etc.
- To offer prisoners a range of opportunities to improve work skills in the community.
- To offer prisoners a range of opportunities to improve life skills for effective community integration.
- To assist offenders with addiction problems and offer appropriate treatment and support to stabilise behaviour and move, where appropriate, to addiction support environments.
- To ensure a range of social and family supports are available to improve the integration prospects for each individual prisoner.
- To realise employment related opportunities and prepare prisoners for a job or further learning and/or training routes.
- To ensure, with the prisoners consent, that a summary of relevant information is shared with partners through the Community Integration Planning process and the virtual Inclusion Information Sharing Tag.

Inclusion Framework

Inclusion Process

The Inclusion Process for offenders is staged and, dependent on length of sentence (*Core Plus* – see Annex A), will be determined as to what interactions and activities will be suitable for each offender.



Transitional Care on release using prison based LINKS Centres

SPS realise much work is being carried out in custody to make links with a variety of partnership agencies who can help support offenders back into a community.

In 1999, SPS in conjunction with Apex Scotland, established their first Throughcare Centre in HMP Edinburgh. At induction and pre-release, prisoners are encouraged to visit the centre, a physical building within the prison, to make appropriate links with partner organisations. A major policy area for the Inclusion Branch is the promotion of this dedicated delivery model for inclusion interventions and activities. For the purpose of consistency across the prison estate these areas have been branded 'LINKS Centres'.

Within the LINKS Centre staff and external partners share a common understanding of the processes e.g. Induction, Assessment and Pre-release, and can communicate more effectively about helping individual clients or engage in broader policies and practice that will improve the Community Integration Planning (CIP) process.

Partnerships

SPS cannot prepare offenders for release and community life by itself. Given the range of complex needs of prisoners the balance and blend of interventions and activities required to rehabilitate prisoners and prepare them for release should be delivered by SPS staff alongside other professionals.

For many years we have acknowledged the importance of specialised expertise and knowledge in the rehabilitation and care process. From medical advice through to statutory social work the SPS actively engages community-based partners.

In an ideal world all agencies would use similar assessment tools, deliver similar interventions and share information to improve the prospects of successful integration. The reality is somewhat different. However organisations, be they public, private or voluntary recognise the need and their collective responsibility to integrate and streamline services, interventions and supports if community safety is to be enhanced and re-offending rates in Scotland reduced.

Community Planning

With the emphasis on joined-up working, Community Planning becomes a valuable process for the continuation of the plans set in place by the SPS. Each community plan aims to ensure statutory provision becomes more co-ordinated at a local level. As these plans are enhanced a variety of groups, including ex-offenders, will benefit from an improvement in needs-driven service provision.

External Partners Advisory Forum

In February 2003 the SPS formalised relations with key Inclusion Partners by forming the External Partners Advisory Forum. The purpose of the Forum is to share information and thinking on forthcoming policies and initiatives. This should ensure that the expertise and knowledge of community partners is incorporated at the concept stage and consistent practice is adopted across Scotland.

Scottish Offenders Employment (Inclusion) Forum (SOEF/SOIF)

The SPS is a partner member of the Scottish Offenders Employment Forum. This is the only policy Forum in Scotland that has the explicit aim of promoting and developing social and economic inclusion policies specifically for offenders.

The Forum is currently considering changing its name to the Scottish Offender Inclusion Forum (SOIF) to reflect the holistic range of issues faced by offenders and ex-offenders in the community.

Information Exchange

Community Integration Plan (CIP)

Successful integration depends on offenders having well-developed life skills and a range of family, social and professional supports back in the community. Many offenders want to go back to live in the area known to them while others aim to try to make a fresh start in a new location. Both options can be challenging if adequate community based supports are not in place. The Community Integration Planning process can be the vehicle prisoners use to start the process of making links with community agencies (public, private or voluntary) while still in custody.

With the development of the Core Screen, prison staff are now able to assist prisoners identify needs they think they may have and help them create an action plan (Community Integration Plan). The plan will highlight various activities they can engage in prison and refer them to community-based agencies that can help them on release.

Many community organisations now work within the prison setting and have office space and 'hot desks' in Links Centres. This arrangement has improved understanding and partnership working between agencies and has often helped allay prisoner's fears of meeting community staff and disclosing their criminal past.

Inclusion Information

Different elements of the Scottish Criminal Justice System hold intelligence and information on prisoners. SPS collates a vast amount of data on prisoners risk and needs on entry to prison and adds information to a prisoners record during custody.

Information regarding Inclusion issues e.g. education levels, work history, family contacts are incorporated into this information through the Core Screen and specific needs are highlighted through the Community Integration Plan.

SPS recognise that short term prisoners may not have the opportunity to complete this plan while in custody. It is important therefore that key community partners 'pick up' prisoners on release and continue to support the individual according to needs that have not been met in prison.

Experience has shown that many community organisations ask ex-offenders similar questions to those already explored in the prison. In order to circumvent this ongoing cycle of assessment and 'questioning' about their past the SPS is exploring ways of passing on specific domains of information to key community stakeholders. This will be done with the consent of the prisoner and in accordance with the Data Protection Act 1998.

An information summary, specific to each ex-offender, extracted from the Prisoner Record System (PR2) will allow a more effective, seamless, and less cumbersome approach to sharing information and will aim to ensure a more integrated and ongoing service is offered on release.

Business Performance and Audit

Measuring Performance

Over the last few years the Scottish Prison Service has been developing a robust Business Performance Framework that reflects the EFQM Model of Excellence. In 2001 the Service adopted Correctional Excellence as part of its Vision Statement.

Directorates of the SPS contribute to the organisational Key Performance Indicators, Corporate Measures and Contracts made with Governors of each establishment. The KPIs are documented in each Scottish Prison Service Annual Report.

The Inclusion Branch has identified performance measures and standards for each of the policy areas. Measures already adopted by the SPS are noted in each policy. Continuous Improvement of performance is encouraged and therefore ongoing reviews of the appropriateness and effectiveness of measures will be carried out by the Inclusion Branch staff in consultation with staff working in the establishments.

Performance Contracts

The Corporate and Operational business of the Scottish Prison Service will be delivered through a series of Contracts signed off with Governors of each establishment. In relation to Inclusion, targets will be set for distinct elements of the business e.g. Learning outputs, Social Work contribution to Parole Reports, Vocational Training, Industries outputs, Addictions Testing etc.

It is important that the elements of performance are therefore clearly defined and those delivering services, officers, instructors or contractor, are committed to meeting these local agreements.

Inclusion Policy Audit and Support Team

As the policies become accepted and embedded into the processes and practice of the organisation it is accepted that field staff and partners may need assistance and support.

The primary role of Inclusion Manager, based within SPS Headquarters, is to assist establishments with the successful and appropriate implementation of Inclusion Policies. To ensure ongoing support and compliance with the policies the Inclusion Support Team will create an Audit Framework that will have two main purposes;

- Self assessment of implementation;
- Independent Review – An independent review of policy and practice will be carried out among establishments and the Policy Support Team will ensure a Business Improvement Plan supports this where appropriate.

Additional independent assessments of policy and practice e.g. HMIP Reports will be monitored by the Inclusion Branch and, where appropriate and feasible, action will be taken to improve procedures and processes.

Inclusion Policies

About the Policies

The need for Inclusion Policies

In the absence of the Inclusion Policies, it is acknowledged that much work has been, and continues to be undertaken around individual Inclusion issues. However, with the increased emphasis by the Scottish Government on safer communities and reducing re-offending, rehabilitation and care has taken on a greater importance for the Scottish Prison Service.

The primary purpose of the Inclusion Policies is to ensure that there is a consistent understanding of, and approach to, each of the constituent elements of Inclusion. The overall Inclusion Strategy policies are subdivided into the three policy areas: **Social Care, Addictions, Learning Skills and Employability**.

Implementing Our Policies

We will ensure the ongoing implementation of the Inclusion Policy by continuing to:

- Support establishments and our partners to achieve the Inclusion objectives.
- Develop an appropriate communications strategy to raise awareness and commitment of the policies among all stakeholders.
- Promote the strategic targeting of resource to meet identified business needs that will ultimately support the implementation of the policy objectives.
- Develop quality assurance procedures and audit supports.
- Identify ways to develop innovative solutions to deliver specific aspects of the policies e.g. learning and training, addictions support in different ways.
- Identify the training & development needs and qualifications for staff.
- Develop performance measures and criteria to assess effectiveness and continually develop improvement plans.
- Review and monitor provision to ensure continued relevance of provision.
- Undertake research & evaluation to assess impact.

Social Care

Social Care Policy

Reducing re-offending and tackling the causes of crime is complex and will often involve addressing issues such as accommodation, finance and debt management, absence or loss of employment, relationships and emotional instability. This accords with the findings of the recently published report from the Social Exclusion Unit (July 2002).

The Scottish Prison Service is committed to providing the highest standards of community integration and social care practice. This work is dependent on effectively managing commitments and securing resources from the most appropriate range of partners and organisations. The strategy brings together a number of cross cutting themes (e.g. partnership working) and organisational objectives (e.g. promoting community safety) linked to the rehabilitation and community integration of prisoners.

The strategy also outlines the social care issues associated with admission to prison, time spent in custody and resettlement of offenders into the community. Effective partnership working is essential for this to succeed and have maximum impact in each of these processes.

Social Care is fundamental to prisoner welfare in custody and on release to the community. Social Care is an umbrella term to define:

“a range of supports to help the prisoner adjust to custody, develop effective coping skills and prepare for successful community living, thereby reducing the risk of re-offending”.

Community Integration

Successful community integration of the individual is the overall outcome of a process, which begins on entry to the prison and continues into the community.

Throughcare

“Throughcare” is the term used for the provision of a range of Social Work and associated services offered to prisoners and their families from the point of sentence or remand, during the period of imprisonment and following release into the community.

The Scottish Prison Service Social Care strategy is underpinned by the following principles which:

- Provides the statutory legal requirements of Social Work to meet National Standards and relevant legislation in order to enhance community safety.
- Ensures prisoner’s social needs are assessed and an appropriate action plan developed to meet identified needs.
- Ensures that a range of social and family supports is available to improve the integration chances for each individual prisoner.
- Provides a suitable range of activities and interventions that allow prisoners to develop skills for life.
- Ensures that prisoners are suitably prepared for release and partnership supports are available.
- Ensures that a range of statutory and voluntary agencies are available and information is shared to meet identified need.

The scope of the Scottish Prison Service Social Care policy has 5 broad policy objectives:

1. Statutory Social Work
2. Chaplaincy
3. Family Support Services
4. Accommodation
5. Finance and Debt Management

Policy Objective 1

1. Social Work in Prisons

Social Work in prisons is part of the provision of a comprehensive Throughcare Criminal Justice Social Work Service, which for many offenders commence before the arrival in prison and for some, continues after release into the community.

The Social Work Objectives are as follows and SPS policy is:

- 1.1 To ensure that within prisons (a) Statutory Social Work (risk assessment, working with prisoners in relation to their offending behaviour, preparation of reports and pre-release arrangements) and (b) to offer prisoners access to agreed Social Work Services through a referral or duty system.

The objectives of Social Work in prison are:

- 1.2 To promote community safety by the assessment of risk and contribute to the provision of appropriate assessment, information sharing at the commencement of and during sentence;
- 1.3 As agreed by the Governor, to help plan and deliver interventions including a range of Approved Activities and Accredited Programmes to address offending behaviour.
- 1.4 To make suitable pre-release arrangements for prisoners by sharing information with supervising Social Workers in the community;
- 1.5 To offer prisoners access to agreed social work services through a referral or duty system.

Policy Objective 2

2. Chaplaincy

Chaplaincy services make a significant contribution to the spiritual and pastoral well being of prisoners regardless of denomination.

SPS policy is:

- 2.1 To meet prisoners' spiritual and pastoral support care needs;
- 2.2 To provide support and visit prisoners at times of crisis (including incidents, suicides, death of family member).

Policy Objective 3

3. Family Support Services

Research shows (Social Exclusion Unit, July 2002) that a stable and supportive family throughout a prisoner's sentence is a key factor in preventing re-offending on release. Enabling prisoners to maintain close and meaningful contact with family is an essential part of the SPS Correctional Agenda.

SPS policy is:

- 3.1 To develop and improve links with prisoners' families and standards of visiting facilities for visitors;
- 3.2 To recognise the need to involve families more in the prisoner's sentence;
- 3.3 To help prisoners settle back into their families on release by involving relatives in the planning and preparation for their return to the community.

Policy Objective 4

4. Accommodation

The Scottish Prison Service recognises the importance of stable accommodation and its inter-relationship with sustained employment, families and other social needs.

SPS policy is:

- 4.1 To assess prisoners accommodation needs at induction;

- 4.2 To assist prisoners to access suitable accommodation upon release;
- 4.3 To ensure that information is offered to help prisoners who have accommodation needs.

Policy Objective 5

5. Finance & Debt Management

There is currently little information available on the outstanding debts of offenders in custody and to whom debts are owed. Financial stability in the immediate period following release is important if ex-prisoners are to cope with community life.

SPS policy is:

- 5.1 To offer prisoners appropriate information on finance and debt management and offer a range of activities and interventions in preparation for the financial aspects of independent living.

Addictions

Addictions Policy

Substance misuse is intrinsically difficult to tackle in prison. The Scottish Prison Service will play its part in delivering Scotland's National Drug Strategy (*'Tackling Drugs in Scotland – Action in Partnership'* The Scottish Office 1999). Since the Guidance on the Management of Drug Misuse in Scotland's Prisons "*Partnership and Co-ordination*" was published in 2000 there have been many changes in the addictions field both inside prisons and in the community.

From consulting a range of stakeholders it is clear that a greater commitment and shift from a mainly punitive response towards a treatment focus is required. Recent publications namely "*Updated National Drug Strategy (2002)*", "*Tackling Crack*" – "*A National Plan (2002)*", "*Social Exclusion Report (Home Office 2002)*" and "*Prisons Drugs and Society (World Health Organisation 2001)*" have all had an influence on the revision of the Scottish Prison Service Policy.

The policy now covers guidance on psychostimulants and smoking cessation. Integrated care pathways is introduced, and partnership working is emphasised within the addictions integrated treatment care process. The policy also re-enforces the need for robust assessment, action planning and transitional care with the aim of ensuring ex-offenders have improved community support on release.

Many positive aspects of the preceding strategy remain (i.e. the four pillars as advocated in the National Policy). These have however been revised to reflect the current SPS needs of treatment, availability, communication and integrated care.

Substance misusers often have a range of other difficulties including problems with housing, family relationships, employment, offending behaviour and debt. Emerging evidence suggests that different agencies and service providers should offer a more integrated approach. Partnership working and sharing of information can deliver consistency.

Addictions

Addictions is the term used to cover the area of work and interventions, (clinical or therapeutic), to support those with identified substance misuse needs.

Substance Misuse

Is when taking drugs, alcohol or volatile substances harms health or functioning. It may take the form of physical or psychological dependence as part of wider spectrum of problematic or harmful behaviour.

Mandatory Drug Testing (MDT)

Under the terms of the Prison (Scotland) Act 1989 SPS has the power to require prisoners to provide a sample of urine to detect drug and alcohol misuse. This process is called Mandatory Drug Testing.

Integrated Care

Integrated Care is an approach that seeks to combine and co-ordinate all services required to meet the assessed needs of the individual.

SPS follow the World Health Organisation (WHO) principles for working with prisoners who misuse drugs.

Addiction services within Scottish prisons will be so far as possible broadly equivalent to those in the wider community i.e:

- Be based on assessed need;
- Involve prisoners in devising and agreeing their individual care plan;
- Give prisoners access to a relevant range of interventions (treatment and care activities) dependent on e.g. their sentence length;
- Emphasise the importance of continuity of care, both in and out of prison setting including the transitional care period;
- Promote the transitional care period.
- A range of harm reduction measures designed to promote health and reduce personal and environmental harm will be introduced and communicated to all prisoners on entry, throughout their sentence and prior to release into the community.
- Addictions Prevalence Testing will continue to identify prisoners who have a substance misuse issue. Security measures will aim to reduce drug availability and support prisoners who wish to stop misusing drugs.

Pillars of the Scottish Prison Service Addictions Policy

SPS policy is structured around the 4 main pillars:

1. Treatment
2. Availability
3. Communication
4. Integrated Care

1. Treatment

SPS policy is that:

- 1.1 Prisoners will be assessed so that those with a substance misuse issue are identified, to enable appropriate clinical and social support to be offered to them. This support should address both physical and psychological dependence;
- 1.2 Information will be provided to prisoners about substance misuse, the availability of harm reduction measures and dangers of reduced tolerance on release back to the community;

- 1.3 Individual care planning will start at reception. There should be continuity of treatment whilst in prison and following release;
- 1.4 Relevant Accredited Programmes and Approved Activities will aim to be delivered in the right order at the right time to meet prisoner needs;
- 1.5 Specific residential areas may be provided to give appropriate support to those who require assistance to distance themselves from substance misuse. These will be called “Addictions Support Areas,” previously known as “Drug Free Areas”.

2. Availability

SPS policy is that:

- 2.1 All reasonable efforts will be made to ensure that prisoners do not have access to any drug that has not been legitimately supplied;
- 2.2 Addictions Prevalence Testing will be used to identify incidence and prevalence rates and to assist in programme effectiveness evaluation;
- 2.3 Effective security measures will be in place to reduce the supply of drugs and to prevent the trafficking of drugs into and around prisons.

3. Communication

SPS policy is:

- 3.1 To work closely with the Scottish Executive, Scottish Drugs Enforcement Agency, Effective Interventions Unit, National Health Service, Criminal Justice partners and Drug Action Teams (DATs) at a local and national level;
- 3.2 To contribute to the Scottish Drugs Misuse Database by sharing information on drug misuse in Scottish Prisons;
- 3.3 To take an active role in Scottish Executive Drugs Research;
- 3.4 To deliver effective, high quality addictions training to all our staff where relevant, and others who work in prison or with prisoners, ensuring that all staff are fully competent to carry out addictions related core role outputs;
- 3.5 To communicate appropriately with prisoners and their families;
- 3.6 Service users will have an opportunity to air their views and where appropriate influence developments within addictions services at both a local and national level.

4. Integrated Care Pathways

SPS policy is that:

- 4.1 An Integrated Care approach will be used in planning, developing, delivering and evaluating services for substance misusers at both a local and national level. This will enable the SPS to make best use of resources and maximise quality of care;
- 4.2 The Addictions Integrated Treatment Care Process will be the vehicle for delivering individualised care for addictions within the Scottish Prison Service;
- 4.3 Transitional Care support will continue to be offered for prisoners serving sentences of less than four years who do not have access to statutory care;
- 4.4 We will liaise with key stakeholders in Scotland to reduce drug-related deaths for prisoners on release.

Learning, Skills and Employability

Learning Skills and Employability Policy

Research demonstrates that employment for ex-offenders reduces the risk of re-offending by between a third and a half (*Social Exclusion Report: Cabinet Office 2002*).

However, many prisoners have few qualifications, high levels of literacies need and have never had a proper job.

Significant improvements have been made within SPS to enhance the range of opportunities available to improve prisoners' basic, core, life skills and vocational and employment opportunities.

This policy builds on the current education policy "*Education Works — Learning Matters*" endorsed by the SPS Board in 1998 and also links to the *Scottish Executive Lifelong Learning Strategy for Scotland (2003)*.

The Scottish Prison Service also aims to make skills training more relevant to labour market demands, and will use intelligence gathered from Scottish Enterprise, Sector Skills Councils and Awarding Bodies to inform future decisions and direction.

The policy endeavours to make explicit links between learning, skills and employability in order to develop an Integrated Learning, Skills and Employability Process (ILSEP) that will aim to make further education, training and employment a more attractive opportunity on release.

Within the prison setting learning has to be seen in its broadest context. In future SPS wants to see offenders participating in learning for a range of reasons.

Figure 1



In the Scottish Executive strategy (2003) the vision for Lifelong Learning is defined as:

'the best possible match between the learning opportunities open to people and the skills, knowledge, attitudes and behaviours which will strengthen Scotland's economy and society'

The Scottish Prison Service policy has defined learning, skills and employability as:

'a range of co-ordinated activities and interventions that address prisoners needs and develops the skills, knowledge, attitudes and behaviours for offenders to access education, training and employment opportunities on release.'

This policy recognises that learning occurs in many contexts and environments. These include learning centres, prison training workshops, services and production environments, leisure and recreation areas in addition to external community and work placement opportunities. The definition and scope of learning, skills and employability activities and interventions are listed below.

Learning

Learning is a process by which new information is acquired to increase knowledge, awareness or level of skill.

Learning includes the acquisition of knowledge, skills, attitudes and behaviours that people attain in their daily experiences, which enhance self-esteem and motivation. Prison learning is primarily delivered through learning centres, prison industries, physical education and prisoner programmes and activities although informal learning can occur anywhere within the prison environment.

Industrial Work

Prison provides a range of work (usually production) often undertaken to service external customer orders.

Skills

Skills training is defined under the following six broad headings of the Learning, Skills and Employability Framework:

Literacies (a generic term now used for the basic skills of reading, writing, numeracy and I.T. use)

Core Skills (as defined by the Scottish Qualifications Authority) communications, numeracy, I.T., problem solving and working with others.)

Life Skills (dealing with authority, confidence building, independent living skills and money management).

Work Skills (work attitudes and motivation, adaptability, trainability and reliability).

Vocational Skills (generic skills across sector specific training e.g. hospitality, construction, leisure and recreation, I.T. and retail).

Integration Skills (preparation for release, career guidance, managing tenancies, fitting back into communities).

These skills may be certificated through an awarding body or may be delivered as part of an SPS “Approved Activity” type intervention.

Employability

Employability may be defined as the knowledge, skills, attitudes and behaviours that allow individuals to access and sustain employment.

Integrated Learning, Skills and Employability Process

The process is an integrated learning and employability pathway for prisoners serving a minimum of 6 months and based on both current and future skills needs. The process will incorporate an appropriate mix of the following basic, core and life skills; work skills, vocational or sectoral skills (including services) and integration skills.

The Scottish Credit and Qualifications Framework (SCQF)

The introduction of the Scottish Credit and Qualifications Framework (SCQF) is a recent, major national development. The Framework consists of twelve levels and is designed to place all Scottish qualifications on one of these levels (e.g. Access 1 is at Level 1, Higher at level 6 and Ph.D. at level 12). As a result, the Framework provides a structure for comparison of qualifications and also identifies clear progression pathways between qualifications. It also determines the starting point and end point achievements, thus determining distance travelled by learners. SPS aim is that where possible prisoner programmes should lead to qualifications that have an SCQF level.

Principles

The broad principles that underpin the Learning, Skills and Employability policies are:

Acceptance of the importance of learning, skills and employability in rehabilitation, reducing re-offending and re-integration into the community.

Acknowledgement of developments in learning, skills and employment trends to inform future actions and policy direction.

Assessment will be based on individual need with priority given to basic, core and life skills.

Equity of Learning, Employability and Skills provision within Scottish prisons will be broadly consistent to those in the community.

Monitoring and evaluation of individual progress will entail regular reviews that record outputs/outcomes achieved and distance travelled within agreed methods.

Partnerships working will be a key element of the ongoing development and delivery of Learning, Skills and Employability activities within SPS.

Recognition of individual need through the development of an Integrated Learning, Skills and Employability Plan while in custody, which delivers an appropriate blend of activities, opportunities and interventions.

Objectives

The Policy consists of four key objectives which are set out in a manner which reflects key issues for the design, delivery and evaluation of Learning, Skills and Employability.

The Learning, Skills and Employability Policy objectives are:

1. Assessing Needs and Logging Outcomes;
2. Developing Integrated Learning, Skills and Employability Plans;
3. Creating Appropriate Delivery Environments;
4. Recognising Prisoner Progression and Achievements.

Policy Objective 1

1. Assessing Needs and Logging Outcomes

SPS policy is:

- 1.1 To ensure that learning, skills and employability needs are robustly assessed.

Assessment will include the following: -

- Identification of Literacy Needs
- Identification of Employability Needs

- 1.2 To ensure appropriate information is logged on SPS systems (PR2).

Policy Objective 2

2. Development of an Integrated Learning, Skills and Employability Process

2.1 Promoting Learning Opportunities

SPS policy is:

To promote learning opportunities throughout the prison estate by means of a range of traditional and innovative approaches.

Such approaches will include the following:

- Classroom and workshop delivery
- Engaging learners by informal contact
- Promoting participation in Visual Arts, Drama and craft activities
- Incorporating basic/core skills within Vocational Training and Industrial Activities
- Utilising new I.T. learning opportunities to encourage participation in learning

2.2 Integrated Learning, Skills and Employability Process

SPS policy is:

To ensure that each prisoner serving six months or more has the opportunity to follow an Integrated Learning, Skills and Employability Process (ILSEP).

This individual pathway will include the standard Individual Learning Plan (ILP), Employability Assessment (E1) and/or Community Integration Plan (C.I.P.), in conjunction with an appropriate mix of participation in the following with anticipated outputs as identified through the Integrated Learning, Skills and Employability Process.

- Education (including libraries)
- Industries
- Service Training
- Vocational Training
- Employability Skills
- Physical Education
- Approved Activities.

2.3 Prisoner Literacies

SPS policy is:

To address prisoner literacy needs and improve levels of basic and core skills.

This work will centre around four main objectives:

- Raise the profile of literacies within prisons and introduce innovative ways of working with literacy learners;
- Recognise the need to experiment with a range of new learning materials including I.T.;
- Promote and support research into adult literacies in partnership with national agencies and prison learning providers;
- Link with community based provision for prisoners' on liberation to assist the integration process.

2.4 Additional Learning Support Needs

SPS policy is:

Where feasible, to identify and provide additional learning support to prisoners who have learning difficulties.

2.5 Open and Distance Learning

SPS policy is:

To continue to promote and support the use of 'Open' and 'Distance' learning where this is financially viable and meets the identified needs of individual prisoners.

2.6 Higher Education

SPS policy is:

To continue to support access to Higher Education courses for those prisoners who are suitably qualified and committed to study.

2.7 Physical Education

SPS policy is:

To develop Physical Education (PE) opportunities as a support to skills training.

The proposed PE Framework has the following key objectives:

- To achieve a standardised approach to the planning and delivery of prisoner physical education using the draft "PE in Action" model;
- To use PE as a further 'hook' into wider learning opportunities.

2.8 Approved Activities

SPS policy is:

To ensure the development of a range of 'Approved Activities' that are responsive to identified needs.

2.9 Prison Industries

SPS policy is:

To keep prisoners constructively occupied and offer an appropriate balance of meeting production needs and providing associated training opportunities.

2.10 Vocational Training

SPS policy is:

To ensure that prison training opportunities (service and sectoral) and vocational training 'best fit' the employment opportunities and demands of the external job market through development of partnerships and employer engagement.

2.11 Work Attitudes & Motivation

SPS policy is:

To encourage prisoners to develop appropriate work attitudes, behaviours and motivation to help them access and sustain employment opportunities on release.

2.12 National Developments

SPS policy is:

To ensure the organisation keeps abreast of national developments within Learning, Skills and Employability and responds to changes where appropriate.

Policy Objective 3

3. Creating Appropriate Delivery Environments

SPS policy is:

- 3.1 To provide a range of suitable environments such as learning centres, libraries or hubs for the delivery of learning, skills and training activities.

3.2 Innovative use of Information Technology in Learning

SPS policy is:

To promote the innovative use of Information Technology to identify and address prisoner learning needs and enable access to secure on-line facilities.

3.3 Prison Libraries

SPS policy is:

To promote and develop the use of prison libraries as centres of learning in accordance with Prison Rules, statutory legislation and guidance.

Recognition of the new role of libraries in addressing literacies need and offering on-line services will require consultation in parallel with evolving I.T. developments.

Policy Objective 4

4. Recognising Prisoner Progression and Achievements

4.1 Measuring Achievement

SPS policy is:

To ensure that valid, reliable and consistent performance measures are developed and used to record prisoner achievements (including distance-travelled measures).

4.2 Achieving Qualifications in the Scottish Credit & Qualifications Framework

SPS policy is:

To ensure, where practical, that prisoners have an opportunity to achieve appropriate qualifications as contained within the Scottish Credit and Qualifications Framework (SCQF).

4.3 Evaluating Learning, Skills and Employability Activities

SPS policy is:

To ensure that the impact of learning, skills and employability activities and interventions on prisoner achievement and progression is evaluated fully.

4.4 Progression Routes

SPS policy is:

To promote a systematic route of development from basic skills through to external work/education placements at “top-end” or “open” establishments within the estate.

4.5 Remuneration for Achievement

SPS policy is:

To ensure prisoners are suitably remunerated for achievement and progression.

4.6 Partnership Working

SPS policy is:

To build sustainable partnerships with Further Education, training providers and employers to maximise the chances of offenders accessing suitable intermediate labour market places, employment and further training on release.

ANNEX A: CORE PLUS

SENTENCE TIME SPENT IN PRISON	Remands & Convicted 0-2 months	2 months + to < 2 years		2 years + to < 4 years		4 years and over		Young Adults
		> 31 days to 1 year		> 1 year to < 2 years		Over 2 years		
0-30 days		CORE+ A		CORE+ A,B		CORE+ A,B,C		Women
8	CORE	CORE+ A		CORE+ A,B		CORE+ A,B,C		Menus will be similar for both population groups. The emphasis and delivery may differ i.e. All Young Adults will receive a Basic Skills Agency test.
1	Secure safe environment	MENU A		MENU B		MENU C		
2	Appropriate accommodation (appropriate clothing, bedclothes, furnishings, etc.)	A6	Community Integration Plan	AB1	Risk Assessment	AB1	Statutory social work case	
3	Meals (balanced diet appropriate to the needs of the individuals with regards to health and religion)	A7	Basic Skills Assessment	AB2	Accredited programmes	AB2	Licensing process - parole & non parole	
4	Visits (Family Contact, Legal), access to telephone, other correspondence	A8	Integrated Learning, Skills & Employment Plan	AB3	Approved activities	AB3	Full sentence management	
5	ACT	A9	Individual Learning Plan	AB4	Specific statutory social work	AB4	Production work (to contract)	
6	Healthcare admission/Doctor interview	A10	Full Caat Assessment incl. treatment interventions and transitional care	CP		CP		
7	Primary healthcare	A11	PE that links to Basic & Core Skills					
8	Detox substitute prescribing	A12	Access to industrial activity - Works skill training					
9	Core Screen	A13	Core Education Curriculum					
10	Induction programme		Sector skills training					
11	Accommodation needs actioned		Service skills training					
12	Social work interview - only for schedule 1 and sex offenders		Additions support areas					
13	Employment benefits surgery		Approved activities					
14	Addictions testing		Specific statutory social work					
15	Harm reduction session + crisis TC							
16	Opportunity to practices religious beliefs							
17	Access to library service							
18	PE leisure - recreational PE							

