

# Mother and Baby Policy

**This document outlines the Scottish Prison Service Policy and Guidance in relation to Mother & Baby Units**

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**Unlocking Potential Transforming Lives.**

**Policy Number:**

**Directorate Owners:**

**Family Policy, Strategy & Stakeholder Engagement**

**Policy Scope:**

**The policy applies to all establishments with a Mother & Baby Unit**

**Links to Other Policies:**

[National Child Protection Guidance Scotland \(2014\)](#)

[Children and Young People \(Scotland\) Act \(2014\)](#)

[A Guide to implementing 'Getting it right for every child': Scottish Government \(2012\)](#)

[Getting it Right for Every Child Wellbeing Indicators](#)

[Getting it Right for Every Child Practice Briefings](#)

[United Nations Convention on the Rights of the Child](#)

[Children \(Scotland\) Act \(1995\)](#)

[SPS Family Strategy](#)

[The Prison and Young Offender Institution \(Scotland\) Rules \(2011\)](#)

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### 1.0 Introduction

The Scottish Prison Service (SPS) recognises and acknowledges the important role that families play in helping to achieve effective rehabilitation and reduce re-offending and in turn contributing to a safer society. In addition, the Scottish Government is committed to Getting It Right for Every Child (GIRFEC) so that every child and young person is Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included (SHANARRI).

Positive relationships can have measurable benefits for the mother's health and wellbeing; maintaining good order and conduct in prison; developing future family relationships; and providing positive patterns of later behaviour of the women's children. In addition, research indicates that this can reduce the likelihood of re-offending

The SPS Family Strategy is key to developing appropriate relationships between prisoners, staff, visitors, families and forming strong partnerships with communities, agencies and organisations. The Mother & Baby Policy is a multi-agency approach to the decision-making process of actively promoting the wellbeing and positive life outcomes for babies whose mothers are held in our care.

**This policy has been reviewed and supported by our partner organisations of NHS, Social Work Scotland and Children and Families Social Work. This policy can be made available to prisoners.**

### 2.0 Purpose of the Policy

#### 2.1 Background

This policy and guidance consolidates previous guidelines and best practice. It sets out the latest position and guidance in the management and care of babies who are in prison with their mother. This is a working document and should be monitored and reviewed on a regular basis and any amendments made to reflect current practices, policies or procedures.

#### 2.2 Key Points

This policy is applicable to all SPS establishments containing a Mother & Baby Unit (MBU). This policy replaces the previous Mother & Baby Policy (Version's 1997 and 1999).

This policy provides instruction and guidance to managers and staff who work in MBUs. It also provides guidance when accommodating pregnant women, or newly imprisoned mothers with babies in the community who may wish to apply for a place in the MBU.

#### 2.3 Age Limits for Babies

The upper age limit for babies remaining within the MBU will be determined on an individual basis. Prior to a baby being admitted to the unit, an assessment will be carried out to take account of the

mothers release date and the age / stage of development of the baby at the point of the mothers release. The layout of the unit makes it unsuitable for maintaining the safety of an actively mobile child. As such the Mother and Baby policy limits the accommodation of babies, under normal circumstances to those aged 12 months or under, but allows a Governor to depart from the policy should the circumstances of the individual merit it i.e. if an infant over 12 months has a specific need to be cared for by their mother.

### 3.0 Legislation

#### 3.1 Prisons Rules

Rules 127 and 128 of The Prisons & Young Offenders Institution (Scotland) Rules 2011, relate to the pregnancy and confinement of female prisoners and the accommodation of female prisoners babies respectively.

##### **Prisons Rules 127**

- (1) Where the Governor receives notification from a healthcare professional or prison officer that a prisoner is pregnant the Governor must where possible, ask the prisoner if any relative, friend or other person should be informed.
- (2) Where the Governor receives notification from a healthcare professional or prison officer that a prisoner is likely to give birth prior to the expiration of her sentence or period of committal the Governor must, where possible, ask the prisoner if any relative or friend, or any other person, should be informed.
- (3) Subject to paragraphs (4) and (5), where the prisoner wishes any relative, friend or other person to be informed of the prisoner's pregnancy the Governor must inform any such person accordingly.
- (4) The Governor is not required to inform more than 2 persons.
- (5) The Governor must not inform any friend or relative of the prisoner without her consent.
- (6) A prisoner who is pregnant is required to undertake work throughout her pregnancy but may only undertake work which the Governor has deemed to be suitable for a pregnant woman to undertake.
- (7) A prisoner who is pregnant must be provided with food and drink which take into account any dietary requirements during pregnancy.
- (8) Where a prisoner who is pregnant requires to be contained in specified conditions in accordance with rule 41(1), as a result of her pregnancy or otherwise, she must be kept under supervision to such extent as is reasonably practicable or be required to share accommodation in a cell or room with a suitable prisoner where the Governor, on the advice of a healthcare professional, considers it appropriate.
- (9) The Governor must arrange for the transfer of the prisoner to a hospital out with the prison for the purposes of giving birth upon receiving the advice of a healthcare professional on this matter.

#### 3.2 Accommodation of female prisoners' babies

##### **Rule 128**

- (1) Subject to paragraphs (2), (3) and (4), the Governor may permit a female prisoner to have her baby with her in prison.
- (2) Where a female prisoner is permitted to have her baby with her in prison.
  - (a) the prisoner is responsible for the care of the baby; and

- (b) the Governor must provide any material items necessary for the baby's care.
- (3) Subject to any direction made by the Scottish Ministers under this rule, the Governor may, in granting permission under paragraph (1), impose such conditions as the Governor thinks fit.
- (4) A female prisoner who is permitted to have her baby with her in prison may, with the permission of the Governor, arrange, at her expense or at the expense of some other person, for the provision of additional articles or food for the baby.
- (5) In granting permission under paragraphs (1) or (4), and in imposing conditions under paragraph (3), the Governor must take into consideration
  - (a) the best interests of the baby; and
  - (b) the ability of the prisoner to care for her baby.

### 3.3 Childcare Legislation

#### 3.3.1.1 *The Children (Scotland) Act 1995*

The Act is founded on the following principles:

- Parents should normally be responsible for the upbringing of their children and should share that responsibility.
- Each child has the right to protection from all forms of abuse, neglect or exploitation.
- The welfare of the child is the paramount consideration where his or her needs are considered by courts and Children's Hearings.
- No court should make an order relating to a child and no Children's Hearing should make a supervision requirement unless the court or hearing considers that to do so would be better for the child than making no order or supervision requirement at all.

#### 3.3.1.2 *Principles & Themes*

The Act incorporates provisions, which conform to, and in some cases surpass, commitments under the UN Convention on the Rights of the Child.

It also takes account of obligations under the European Convention on Human Rights. The Act is founded on the principles that:

- each child has a right to be treated as an individual;
- each child who can form his or her views on matters affecting him or her has the right to express those views if he or she so wishes;
- parents should normally be responsible for the upbringing of their children and should share that responsibility;
- each child has the right to protection from all forms of abuse, neglect or exploitation; and
- any intervention by a public authority in the life of a child should be properly justified; and should be supported by services from all relevant agencies working in collaboration.

#### 3.3.1.3 *Role of the Local Authority Child Protection*

Section 22 of the Children (Scotland) Act 1995 places Local Authorities under a duty to safeguard and promote the welfare of children in their area who are 'in need'. In respect of women in custody rules of ordinary residence will apply in order to establish which Local Authority will hold responsibility for the expectant Mother & Baby.

### 3.3.1.4 *Role of SPS - Child Protection*

The SPS national policy '**SPS Child Protection Policy (2018)** provides advice to staff, both SPS and non-SPS, who may become concerned about the welfare of a child or young person during the course of their duty.

## 4.0 Mother & Baby Units

### 4.1 Mother & Baby Unit (MBU)

#### 4.1.1.1 *Environment*

A MBU is a designated separate living accommodation within a prison, which enables a mother to have their babies with them whilst in prison. It is designated an illicit drug-free and smoke free area where, in order to promote healthy development, a calm and peaceful environment is required at all times. The unit promotes babies welfare and aims to develop the mother & baby relationship. Mothers are provided with the opportunity to develop enhanced parenting skills, this work is undertaken by the Child Development worker (if available). **Single use e-cigarettes and RVDs are not permitted to be used in mother and baby units.**

SPS are required to routinely keep Young Offenders (those aged 16 to 20) separate from those in our care aged 21 and over for accommodation purposes and where possible regime. Options would need to be considered if the situation arose where we had a YO who wanted to access a place in a MBU, and a person(s) aged 21 and over was already living there.

#### 4.1.1.2 *Mother's responsibility*

The mother is responsible for the day-to-day parental care for the baby and must continuously demonstrate by her conduct and behaviour, that she meets the MBU criteria. (See Appendix I)

#### 4.1.1.3 *Mother employability*

The Mother & Baby Team (MBT) should determine suitability of employment through the pregnancy period. If a woman gives birth but does not retain her baby in custody, direction should be given from the Health Centre on the timescales suitable for the woman to return to work.

Mothers who have care of their baby within the prison are not required to undertake employment. Should a mother request to be considered for employment within the prison the Mother & Baby Team (MBT) would review the suitability of this request balancing the rights of the mother with the best interests of the baby, which are paramount.

#### 4.1.1.4 *Mothers Rights*

The mother's rights must also be recognised provided they do not undermine those of the baby. Mothers should not be precluded from having access to a full range of services, including addressing their offending behaviour, and must be encouraged to take up every opportunity for learning and rehabilitation the prison can provide. It is equally important to consider child-minding and/or local nursery provision to allow a mother to attend such interventions. Any costs associated with a child-minding placement will be paid from via SPS Mother & Baby budget funds.

### 4.1.1.5 *Mother's behaviours*

A baby's place in the MBU may have to be withdrawn if it is considered that a mother's behaviour in the MBU puts at risk the health, safety and welfare of her own baby or, other babies or mothers living in the unit.

## 5.0 Roles & Responsibility

The responsibilities of all who are likely to be involved in the process, decision making, management and supervision of mothers who have their babies with them in prison are detailed in this section. A guide to relevant people in attendance at Case Conference and Mother & Baby Meetings is supplied in Appendix A.

### 5.1.1.1 *The Governor*

The Governor has the overriding responsibility for the health, safety and welfare of the mothers and babies who are in prison. The final decision as to whether a baby joins his/her mother in prison or not is made by the Governor. The Governor also makes any final decisions on extending the period of the baby residing in the MBU past the age of 12 months.

The Governor must be satisfied that the admission and care plan processes have been carried out fairly and effectively, and that adequate plans have been made for the baby's care both in the prison and the community.

The Governor has overall responsibility for ensuring that all SPS staff working within the MBU are provided with appropriate training to enable them to undertake tasks associated with the management and care of pregnant women/mothers and babies located within the unit.

### 5.1.1.2 *Healthcare Manager*

The Healthcare Manager is responsible for ensuring all services and partners are delivering appropriate consistent care. The Healthcare Manager is a member of the Case Conference Team and will co-chair the Mother & Baby Team Meeting with the Prison Based Social Work Manager. The Healthcare Manager may delegate responsibility for co-chairing the MBT meeting to an appropriate Clinical Manager in her absence.

### 5.1.1.3 *Social Work Manager*

The Social Work Manager is responsible for allocating the mother to a Prison Based Social Worker who will undertake an initial assessment of the woman's social circumstances.

The Social Work Manager is also responsible for chairing the Mother & Baby Case Conference and co-chairing the Mother & Baby Team Meeting with the Healthcare Manager. The Social Work Manager may delegate responsibility for co-chairing the Mother & Baby Team meeting to a member of the Social Work Team in her absence.

### 5.1.1.4 *Prison-based Social Worker (PBSW)*

The allocated Social Worker is responsible for undertaking an initial assessment of the mother's circumstances which involve gathering background information from a variety of sources in the community, as well as reference to prison records. This information will then be used to inform decisions at the initial screening stage. Following discussion by the Mother & Baby Team, should the



mother appear to meet the criteria for consideration for a place in the MBU then the Social Worker will progress the application by requesting pre-birth assessment and alternative carer assessment reports from the mother's home area Local Authority Children's & Families Social Work Team. Upon receipt of these reports, in consultation with the Social Work Manager, a case conference will be convened to discuss the application.

### **5.1.1.5 *Mother & Baby Unit First Line Manager (FLM)***

The Mother & Baby Manager (FLM) has responsibility for the day to day health, safety and welfare of mothers and babies located within the MBU by ensuring compliance with Health and Safety policies and procedures. The FLM also has responsibility for management of assurance audits for Health and Safety, Cell Sharing Risk Assessment (CSRA), Case Conferences and all other SPS operational systems within the MBU.

The MBU FLM is responsible for ensuring staff training is up to date and applicable to role, specifically Baby Resuscitation and Child Protection, and for ensuring staff attend all relevant meetings connected to the area and their role. As part of the Mother & Baby Team, there is a responsibility on the FLM to contribute to risk assessments and safe systems of work where applicable within the unit.

### **5.1.1.6 *Mother & Baby Unit Residential Staff***

The residential officer must ensure the safe and secure supervision of mothers and babies, facilities and systems within the MBU and ensure its delivery in accordance with the Prison Rules and Directions and Operating and Security Standards. The Residential Officer must ensure core to role training is up to date and attend Mother & Baby meetings if required. The officer must ensure the unit is stocked with adequate provisions and that the needs of the Mother & Baby are being met.

### **5.1.1.7 *Child Development Worker (if available to establishment)***

The Child Development Worker is a member of the Mother & Baby Team working with both pregnant women and those who have care of their babies in custody. The Child Development Worker's role supports mothers to promote a positive relationship between Mother & Baby, whilst assessing and enhancing their parenting capacity and well-being to promote change in how they meet their baby's developmental needs.

### **5.1.1.8 *Mother & Baby Liaison Nurse***

The Mother & Baby Liaison Nurse is a member of the Mother & Baby Team working predominately with those who are substance misusers. The nurse is involved with the assessment process and will provide support and advice to pregnant or nursing mothers whilst in custody. The nurse will liaise with outside agencies and other professionals to ensure the optimum outcome is achieved for both Mother & Baby.

### **5.1.1.9 *Health Care Staff***

Health Care Staff are responsible for the physical and mental wellbeing of the mother and expectant women. This will also take into account any addiction problem that presents. Health Care Staff are responsible for notifying the relevant areas when a women is confirmed as pregnant. The Doctor will provide health care for babies at routine times and when requested by the mother.

### **5.1.1.10 *Health Visitor***

The Health Visitor, as a member of the multidisciplinary team will be responsible for assessing the health needs of mother and baby. They will provide advice and support relating to child care and

development to both parents and prison staff. They are also a member of the Case Conference and the Mother & Baby Team Meeting. Immunisation will be arranged through the prison GP as required.

### 5.1.1.11 *Midwife from the local Hospital*

The Midwife is responsible for the antenatal and post-natal care of the expectant mother. They will arrange all required antenatal appointments and they will provide post-natal care to the Mother & Baby both in hospital and on return to the establishment.

### 5.1.1.12 *Community Based Social Work*

Children and Families Social Work departments will be expected to participate in the assessment process. The Prison Based Social Work Team will request relevant information and reports from Children & Families Social Work Departments to inform decision making at the initial screening stage, initial application and case conference.

Their recommendations and decisions form the basis of the decision making process. They are also a member of the case conference.

### 5.1.1.13 *Family Contact Officer (FCO)/Personal Officer Role*

Extended family visits can be arranged to ensure fathers, siblings and grandparents can visit and still be involved in the baby's progress.

Personal officers or FCO will have a crucial role to play if the woman's application is unsuccessful, in that they will ensure that where contact is allowed, the bonding process continues. This may not be possible in all cases where there are child protection issues. They will be the contact point for families and are flexible in their approach to booking visits, discussing any issues family members may have and providing up to date and accurate information with the mother's consent.

They may be involved in facilitating family group conferences to allow the families to consider the best options for the care or future care of a baby. They will also be responsible for liaising with the Local Authority to secure nursery placements and child minding, where applicable.

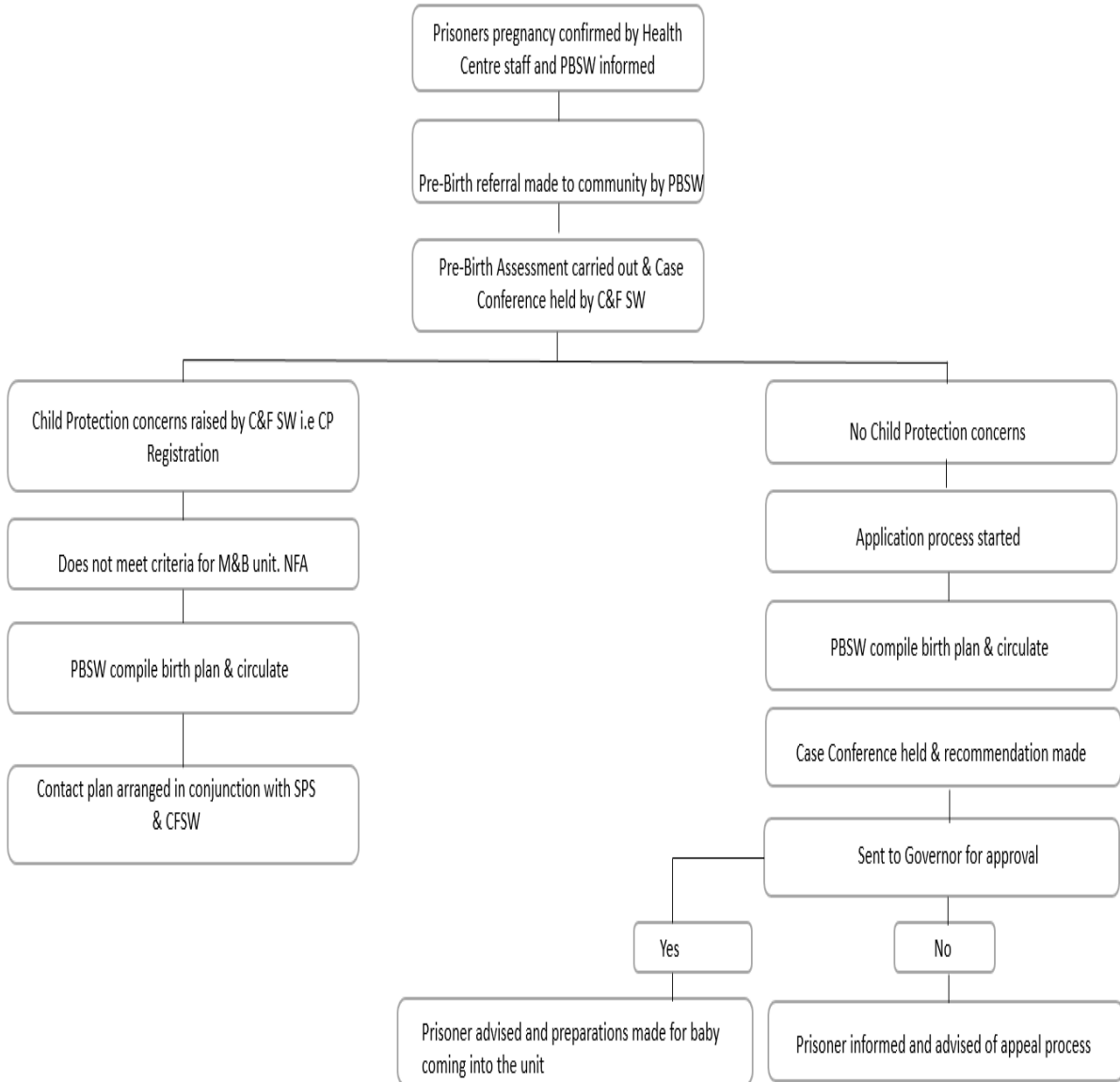
The Family Contact Officer is also a member of the Mother & Baby Team.

### 5.1.1.14 *Security & Intelligence Managers*

The Security & Intelligence Managers are responsible for dissemination of any relevant intelligence held for the purposes of pre-birth assessment and child protection procedures. A security representative may be invited to the case conference and be responsible for the sharing of relevant information.

6.0 Application Process

PROCESS MAP FOR WOMEN WHO WILL DELIVER IN CUSTODY



**NB: A pre-birth referral should still be made to C&F SW for pregnant prisoners who will not deliver in custody**

### 6.1 Identifying Mothers and Making an Application

#### 6.1.1.1 *Identification*

When a woman's pregnancy is confirmed Healthcare staff will inform the Mother & Baby Team (MBT) for discussion at the review meeting. This is for all women whether they deliver their baby in custody or not. This allows for early planning for both the pregnant women and the MBT. The woman's antenatal health care needs will be met by prison based health care and the NHS maternity services.

#### 6.1.1.2 *Referral to Children and Families Social Work*

The Prison Based Social Work Team will complete an initial application (Appendix B & C) in all cases to establish whether the individual meets the application criteria (Section 5.1.1.2). The application form will be discussed by the Mother & Baby Team.

For all pregnant women in custody Prison Based Social Work Team will make a pre-birth referral to the Children and Families Social Work Team based in the Local Authority that a woman has come from. This is so a plan is in place for mother and baby regardless of mother delivering in custody or being suitable for the MBU. PBSW will provide information including the mother's sentence and due date, criteria for the MBU and any other information that can help the pre-birth assessment.

PBSW will liaise with Children and Families Social Work to organise a pre-birth case conference and this will normally take place in the prison. This will mean less travelling for the mother and allow prison staff to attend. A family member can also attend this meeting if it is agreed as suitable by community and prison staff. At the meeting, plans for the baby will be discussed including if the baby will be placed on the Child Protection Register. **The criteria for the MBU can also be discussed at this time and if a mother does not meet the criteria alternative plans have to be put in place by Children and Families Social Work.**

In the event that background checks with Children's and Families Social Work Services indicate that the Local Authority will be progressing pre-birth child protection procedures in respect of the unborn baby, then all case conferences and assessments will be the responsibility of that Local Authority. SPS will provide information as requested to the Local Authority to enable completion of child protection procedures and pre-birth assessments. The outcome of the Local Authority child protection case conference will dictate the future care plan for the baby.

If the mother's liberation date is before her due date, the Local Authority may choose to hold the pre-birth case conference in the community upon the mother's release. This should only be done when there is enough time prior to the mothers due date.

#### 6.1.1.2 *Application*

After the pre-birth case conference it is assessed as suitable that mother and baby can be in the MBU and the woman meets the criteria described above, she will be offered the opportunity to complete an application form (Appendix B) to request a placement for herself and her baby. The mother will be issued with an application form by a member of the Mother & Baby Team. She will be supported by a member of PBSW to complete the form.

Prison Based Social Work Team will contact the relevant children's services team and request that relevant assessments be undertaken:-

- Pre-Birth Assessment.
- Alternative Carer Assessment.

- Parenting Assessment.
- Child Placement Assessment.

Upon receipt of the relevant assessments from Children and Families Social Work, PBSW will hold a Mother & Baby Case Conference to review the application and assessments. Due to time constraints the pre-birth case conference and admission conference can be held at the same meeting if there is a clear indication from Children and Families Social Work that the mother would be suitable for the MBU.

## 7.0 Mother & Baby Case Conference

Each member of the multi-disciplinary Mother & Baby Team (see Appendix A) will ensure all relevant information is available for the case conference. The case conference will be minuted (Appendix D) and signed off by the Prison-Based Social Work Manager who will chair the case conference.

The case conference will make a recommendation to the Governor on whether a Mother & Baby should be admitted to the unit. The composition of the case conference panel can be found at Appendix A.

### 7.1 Admission Criteria for Mother & Baby Unit

#### 7.1.1.1 *Application stage Criteria*

The mother must meet the following criteria before any application for a placement in the MBU can be considered:

- The mother must not be convicted of any sex offences, be on the sex offender register or have any convictions for sexual offences against children.
- The mother must not be a convicted schedule one offender who has been assessed as continuing to pose a high risk of harm to children.
- The baby is not subject to registration on the child protection register, or likely to be registered post birth, or being monitored on a Supervision Requirement by Children's Services Social Work staff on behalf of the Children's Hearing system.
- The mother must have evidenced her ability to comply with the prison regime, and have displayed appropriate attitudes and behaviours towards both staff and prisoners. Any prisoner found to have been acting in an aggressive / abusive / violent manner, will not be eligible for a place in the MBU.

#### 7.1.1.2 *Admission MBU Criteria*

Before the Mother & Baby case conference agrees on an admission to the unit, it must be satisfied that the following criteria are met:

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- It is in the best interests of the baby to be placed in the prison's MBU, and there is a Children and Families Social Work assessment report that supports this.
- There is a favourable assessment of the mother's parenting capacity in respect of caring for her baby within the MBU.
- The mother is able to demonstrate behaviours and attitudes, which are not detrimental to the safety and wellbeing of other unit residents (including other babies), or the good order and discipline of the MBU.
- The mother is compliant with the prisons Mandatory Drug Testing (MDT) regime and has provided negative samples for illicit substances (including alcohol) in prison. Minimum of three negative tests provided.
- The mother is willing to remain illicit substance free, including alcohol (Those on substitute prescribing can be considered provided they are stable and remain illicit substance free).
- The mother is willing to sign a compact, which may be tailored to her identified individual needs.
- The mother's ability and eligibility to care for her baby is not impaired by poor health.

### 7.2 Application with Exceptional Time Pressures

The Governor may grant an exceptional admission to the unit without a full case conference where it is thought that there are exceptional circumstances for the baby to be with the mother while her application is being processed. Those involved in such a decision must take all possible measures to identify and assess any risks to the baby/mother and other mothers and babies in the unit. Children & Families Social Work Department must be informed and involved immediately so that they can provide the prison with advice when dealing with such cases.

Examples of cases when exceptional temporary admission may be necessary are:

- Where in exceptional circumstances, the baby is in the unplanned care of others owing to the sudden detention of the mother in custody.
- Where the pregnancy is in an advanced state and the baby is due imminently.

In all such cases a case conference should be convened as urgently as possible (If timescales allow for this). Admission under these circumstances is temporary. Full assessment procedures will be implemented as soon as practicable which may reverse the original decision.

## 8.0 Refusal

### 8.1.1.1 *Refusal with Conditions for Review*

Refusal with conditions for review is given where the case conference would be prepared to grant admission if the mother could successfully address certain issues. Where the applicant has been given a conditional refusal, the reasons must be clearly explained to her and accurately recorded.

A reasonable timeframe should be set to enable her to address the issues and support should be provided. A review will be held once any identified issues have been addressed.

### 8.1.1.2 *Refusal*

A full refusal is where the case conference decides it is not in the baby's best interests to be cared for by the mother in custody. This recommendation will then be passed to the Governor to make the final decision. The expectant mother will be informed of the Governor's decision as soon as possible and a copy of the minutes of the case conference will be made available to her. The Governor will provide full reasons for supporting the recommendation for refusal.

The decision of all applications should be recorded in the PR2 narratives in CIP responsiveness and the mother's health care records in all cases. Applications will be held in Social Work.

### 8.1.1.3 *Complaint against Refusal*

If an application is refused, the mother can raise a complaint through the Prisoner Complaints Procedure. It should be noted that the prisoner complaints procedure cannot be used in instances where the reason for refusal has been as a consequence of Child Protection proceedings implemented by the Local Authority. In those circumstances complaints must be directed to the relevant Local Authority.

### 8.1.1.4 *Continued support*

Where a mother loses care of her baby, it should be recognised that this can be a traumatic situation. Continued care and support should be provided by SPS, NHS and Social Work to ensure this is carried out in a sensitive manner with any appropriate contact being put in place.

## 9.0 Managing Mother & Baby Unit

### 9.1 General Principles

To safeguard babies located in the unit, contingency plans including emergency contact numbers should be held by the establishment in the event that there is an incident or there are concerns regarding the baby or mother, or child protection issues occurring out of hours (Appendix F). Contact information will be held by Duty Operations Manager, with copies in the mother's MBU, social work and healthcare files.

Any babies residing in the establishment must be accurately accounted for during lock up, numbers checks etc.

In the unlikely event that the death of a baby occurs in the prison, each establishment with an MBU will have a death of an infant contingency plan. All staff should access and follow the contingency plan where there is clear instructions on actions and roles and links to further support.



## 9.2 Care Planning

### 9.2.1.1 *Care Plan*

Every baby who is a resident in the MBU must have a care plan. The care plan will set out how the best interests of the baby will be maintained and promoted during their stay with the mother in prison, and identify what supports will be required to achieve this. The plan must include consideration of separation from the mother, as part of the baby's planned development. The plan must be drawn up as soon as possible, but at the latest within 4-weeks of admission. The mother will participate fully in this process along with the relevant professionals.

The care plan will be subject to ongoing review by the MBT, and Children and Families Social Workers where appropriate.

### 9.2.1.2 *Reviews*

The frequency of reviews will be determined by the needs of individual cases however all cases will be reviewed on a fortnightly basis by the Mother & Baby Team. Reviews and other relevant information must be recorded and placed in the Mother & Baby's file.

It is the responsibility of all staff involved with the Mother & baby to keep on-going and accurate narratives. All incidents and significant events must be comprehensively recorded. Records should be kept in secure conditions, but in a known and accessible area to all staff. It is the responsibility of the unit FLM to ensure staff are compliant with this.

## 10.0 Searching Babies in the Mother & Baby Unit

The prison rules and methods applying to searching of visitors, apply to searching of Children and Babies. Babies should only be searched in the presence of the mother or carer and the process for doing this can be found here: [Searching Procedures](#).

The primary purpose of searching is to keep those who live and work in our establishments safe. SPS will only carry out intelligence led searches on people under 18 years of age. In line with the development of the new female custodial estate, SPS will adopt a more trauma informed approach to its searching process for women.

## 11.0 Illicit Substance Free Conditions & Guidance on Drugs, Detoxification, Application of Rule 41 or 95 & Discipline Issues

The Governor must take all steps to ensure that all accommodation where mothers and babies reside is 'illicit substance free' and smoke free.

Mothers must agree to remain illicit substance free and be provided and have a confirmed understanding of the unit information and expectation form (Appendix I). Mothers on substitute prescriptions must engage with the Addictions Nurse.



Any evidence of illicit substances being in possession of the mother or being used by the mother could endanger the health and safety of the baby or other mothers. If this occurs, the outcome may be separation of the mother from her baby because of the risk of harm she presents.

**Vaping** – As detailed in paragraph 4 of Rule 36 (Use of nicotine vapour products) no person may use a nicotine vapour product in the facilities provided in a prison for mothers and babies. **This means that single use e-cigarettes and RVDs are not permitted to be used in mother and baby units.**

### 11.1 Testing

The Governor must ensure that in addition to the standard drug testing procedures permitted by Rule 93 (**Compulsory testing for controlled drugs**) of the **Prison Rules 2011**, there is a procedure for weekly urine testing for any mother who wishes their baby to reside in prison. This will form part of the compact.

The Governor may also utilise Rule 94 (**Compulsory testing for alcohol**) to conduct alcohol testing on the basis of either “reasonable suspicion” or “risk assessment”. In the former instance this may apply while the mother is in custody or returning from home leave or access to the community.

The purpose of testing is to:

- Deter the use of alcohol for those women living in MBUs who have care of their baby while in custody.
- To identify those women who may have an alcohol problem and require onward referral to an appropriate agency.

### 11.2 Supplying Drugs/Illegal Possession of a Controlled Drug

The safety of babies residing with their mother in the prison is paramount. Any mother, who is found guilty in the Orderly Room of the illegal possession of a controlled drug prescribed or otherwise, items associated with drug taking or proven to be supplying drugs, must have their case reviewed by an urgently convened Mother & Baby review meeting.

### 11.3 Rule 41 or 95 (Removal from association)

Where a mother is required to be managed under Rule 41 or Rule 95 and removed from association, the baby will automatically be removed from the care of the mother and placed with the alternative carer.

### 11.4 Discipline Issues

All mothers in the MBU are subject to the same disciplinary procedures that apply to other prisoners.

## 12.0 Facilities, Activities & Services for Mothers & Babies

### 12.1 Regimes

The Governor must take reasonable steps to ensure, in so far as appropriate within a prison environment, that mothers and their babies have access to facilities, activities and services in order to support and promote growth and development.

### 12.2 Crèche / Nursery

The MBT will develop links with the local authorities to access child care and nursery placements. The MBT in consultation with the mother will determine when it is appropriate for a baby to access these services.

### 12.3 Breast Feeding

Generally women would be encouraged to breast feed or express their milk for those babies who remain in hospital post-delivery, or those who will not have the care of the baby going forward. Our health specialists will provide advice on the appropriateness of breast feeding in each individual case.

### 12.4 Food Preparation

The Governor will ensure that facilities, which comply with Health & Safety Regulations, are provided for mothers to prepare appropriate foods for their baby.

Baby food/formula is requested by the mother and ordered by MBU Officers via purchase requisition. Mother & Baby Officers must ensure that adequate supplies are ordered and stock control processes are in place.

All fresh baby food is supplied from the establishment cookhouse. Mother & Baby Officers should liaise on behalf of the mother with catering staff to ensure adequate, appropriate, healthy, fresh food is supplied for the baby. Mothers should be encouraged where possible to prepare appropriate food for their baby. The MBT should ensure the Mother has appropriate guidance and support to understand catering facilities and food preparation or local support should be identified and provided to the Mother.

### 12.5 Health Care

The Health Care Manager will ensure that arrangements are in place for babies to have access to a full range of health visiting/paediatric services as available in the community.

The Health Care Manager will ensure that mothers and pregnant women have access to a full range of health care services to meet their needs as available in the community.

## 12.6 Parenting

Mothers should have the opportunities to develop parenting skills. The MBT should ensure that pregnant women have access to a range of parenting advice and support services and this is consistent across all establishments that have pregnant women.

## 13.0 Contact & the Community

1. Mothers must be provided with open air time to enable them to take their baby for a walk.
2. In closed conditions mothers will normally have access to two periods of open air access (minimum of 30 minutes per session) out with the MBU per day. Mothers can request supervised access to the Mother & Baby Garden (if available).
3. In open conditions mothers may have access to a full range of open air licences to enable them to take their baby for walks and to access community facilities e.g. Swimming Pool.
4. Mothers should be encouraged to maintain appropriate external family contact for their baby. Access to the baby should only be with those assessed by Children & Families Social Work as alternate carers.

### 13.1 Registering a Birth

Any birth, which occurs in Scotland, must be registered within 21 days by the Registrar of Births, Deaths and Marriages. Mothers can provide the Registrar with their home address.

In the case of mothers of no fixed abode the following address should be provided:

For Cornton Vale	For HMP Grampian
Registered in Alloa	Registered in Peterhead
Cornton Cottages, Cornton Road, Cornton, Stirling, FK9 5NU	South Road, Peterhead, AB42 2YY

For mothers who have care of their baby's in prison, Family Contact Officers will facilitate the registering of the birth by escorting the mother to the registrar. Normal escorting procedures would apply for those who do not have care of their baby. Fathers are not required to attend the registrar at the same time as the mother to register the birth. They can be added at a later date.

### 13.2 Child Benefit / Child Tax Credits (CTC)

Once the baby is born, mothers should be referred to the Benefits Officer to discuss benefit entitlement. MBU staff will be responsible for referral of the mother to the benefits officer.

Mothers are entitled to apply for Child Benefit and Child Tax Credit. The mother's entitlements are the same as if she were looking after her baby in the community. The money should be used to purchase items that will be of benefit to the baby.

In the case of foreign national prisoners, mothers who have care of their baby in custody are entitled to apply for the above mentioned benefits, however the application process can take up to 26 weeks and there is no guarantee that an award will be made.

### 14.0 Shared Care Arrangements for a Baby

Shared care arrangements allow the mother to share the care of the baby with an individual who has been assessed as suitable. This can only be arranged with those who have been assessed as alternate carers by Children and Families Social Work.

#### 14.1 Procedure

The procedure for undertaking the appropriate checks should be as follows:

- During the application process the mother is asked to nominate one individual who she wishes to take care of her baby should she be unable to do so, for any reason, or who she would like to take care of her baby for visits in the community.
- The mother records the names and addresses of her nominees on the appropriate application form.
- When the alternate carer has been assessed they will be allowed to take the baby outside the prison for visits determined and agreed between the mother, the nominee and prison staff.
- A 'Shared Care Form', (Appendix G), must be completed, signed and kept for records.
- The baby and accompanying items may be searched according to local search procedures.

When a baby is returned to the established from a shared care visit (appendix H), the 'Shared Care Reporting Form' should be completed by the alternative carer in the presence of the mother and unit officer to advise whether or not the baby has suffered any illness or injury whilst in their care and any treatments that were administered as a result. If the mother feels her baby requires a healthcare assessment or intervention as a result of any incident, she should contact the Healthcare team via residential staff to arrange this. If no injury or incident is reported, the mother should return to the MBU with the baby and check the baby for any obvious sign of injury in the presence of unit staff and record on the 'Shared Care Reporting Form' (Appendix H). This check by the mother is to ensure that she is happy that her baby has no obvious injuries on return to her care. If the mother has any cause for concern following her check of the baby she should contact the Healthcare team via residential staff to arrange a medical assessment.

#### 14.2 Narrative

Any concerns about the baby or the carers on leaving or returning to the prison must be recorded on the mother's narrative, baby's record and health care record and the Duty Manager should be advised immediately. If the baby has been used to introduce illegal and/or unauthorised articles or substances into the prison the police must be informed and Child Protection Procedures must be implemented

immediately. This will involve contacting Children and Families Social Work Team who undertook the initial assessment as the responsible Social Work department.

### 15.0 Separations

The mother must nominate an alternative carer for her baby in case separation is required for any reason. The alternative carer **must** be assessed by Children & Families Social Work to undertake the care of the baby.

If a woman's domestic circumstances change then the separation plan must be revisited and amended as necessary.

In cases where the mother does not have an approved alternative carer, foster care placement will be utilised by Children and Families Social Work.

#### 15.1 Emergency Separations

If the separation is caused by an imminent and serious risk of harm then social work must be involved.

In all cases of emergency separation the actions taken need to be recorded in detail in the mother's case files. A case conference should be convened as soon as possible after the event. This should include community based Social Work.

Examples of when emergency separation may be necessary are:

- When the mother is ill and cannot look after the baby.
- When the baby is ill and requires hospitalisation or other medical treatment in the community.
- When the baby has a contagious disease and must leave the Unit for the health and wellbeing of the other residents.
- When it is accepted that there is an identified, imminent and serious risk of harm to the baby.

If the separation is caused by a medical emergency, then it should be explained to the mother why the separation must take place. Advice from medical staff and/or environmental health must be followed in every case.

If it is medically appropriate and beneficial to the baby, and the baby is located in hospital for the duration of the illness then visits by the mother to the baby must be facilitated. The frequency and duration of these visits will depend on what is reasonable in the circumstances.

If the mother is admitted to hospital, the Separation Plan agreed with the mother will be implemented and the baby handed over to the approved alternative carer for the duration of the illness. The baby will be returned to the mother once the mother is medically fit to resume her parental responsibilities.

## 15.2 Planned Separations in Mother & Baby Units

### 15.2.1.1 *Separation Plans*

A separation plan, which will be incorporated into the care plan (Appendix E), must be agreed for each mother & baby once an application has been approved. The mother will be fully involved in this process. A clear written record of this plan must be held on file and be accessible in case of emergency. Copies will be kept in Social Work file, Health Care Record and with Duty Operations Manager.

### 15.2.1.2 *Separation Case Conference*

The Mother & Baby team will consider all separations.

The purpose of the Case Conference is to consider whether to remove a woman from the unit bearing in mind:

- The best interests of the baby of the woman subject to review and whether those are compatible with the mother's wishes.
- The best interests of the other mothers' and babies in the unit, if they are likely to be adversely affected by the continued presence of the mother in the unit.
- Whether or not a transfer to another Unit is a possibility and preferable option to separation (i.e. from MBU Grampian to MBU in Cornton Vale).

There may be conflicting interests and these must be considered and a preferred option agreed on with the full explanation of why alternatives are not appropriate.

It is appropriate for the mother to attend, however if any matters need to be discussed in the absence of the mother, a record must be made of the reason for absence.

A report with the case conference recommendations should be submitted to the Governor. Once a decision has been made then the mother must be informed of the decision.

### 15.2.1.3 *The Process of Separation*

Once the final decision has been made to separate a mother & baby the separation must be carried out in line with the separation plan agreed at the point of the application.

Plans must be put in place by the MBT to have the separation undertaken as sensitively as possible. This may be a difficult process and contingency plans must be in place before physical separation is undertaken, to cover all possibilities.

## 16.0 Babies of Foreign National Prisoners

In the case of a pregnant foreign national woman, PBSW will make contact with UK Border Agency staff (UKBA) to inform them of the woman's pregnant status, earliest due date (EDD), and critical dates in relation to any sentence/remand, and ascertain the individual's legal status with regard to deportation. Irrespective of the individual's immigration status under UKBA, all normal assessment and admission processes will apply when considering the placement of an expectant foreign national mother in the MBU.

UKBA staff will attend the prison and interview the woman as per UKBA procedures. UKBA will be responsible for taking any required photographs of the mother & baby, and securing all necessary travel documentation, should the decision be made to deport. If the decision is made to deport the mother, the UKBA will issue the prison with an IS91 warrant to detain her on their behalf. Once the mother's earliest date of liberation (EDL) is reached, UKBA will make arrangements to remove the mother and her baby into their care.

It is essential that prior to a mother being deported, two copies of the baby's birth certificate are available. The copies of the birth certificate must be obtained at the time the birth is registered and placed in the mother's valuable property. The documentation will go with the mother & baby if they are transferred into the care of UKBA staff.

## 17.0 Escorting to External Appointments

Planned core escorts to external appointments are undertaken by relevant escorting contract. Emergency escorts will be completed by SPS staff.

A nursing mother is entitled to take her baby with her to court in accordance with Scottish Court Service rules. Arrangements for this will be made in advance by PBSW who will contact the relevant individuals. The court desk must inform PBSW of any pending court dates in sufficient time to make suitable arrangements.

## 18.0 Appendices

### Appendix A

#### **COMPOSITION OF RELEVANT GROUPS**

The Case Conference will make a recommendation to the Governor on whether a Mother & Baby should be admitted to the unit. The Case Conference Panel is a multi-disciplinary group which should include:

- Prison Based Social Worker (PBSW) Manager (Chair)
- Allocated PBSW
- A member of the Health Care Team (Freedom to Act)
- Health Visitor
- Midwife (for pre-birth case conferences)
- Manager of MBU
- Mother & Baby Unit Staff
- Children & Families Social Work
- Mother

Others who may be invited to attend the case conference are:

- Family Contact Officer
- Child Development worker
- Baby's father - if the mother wishes him to be in attendance and where appropriate, taking into account any assessed risks or security concerns
- Family members and/or foster carers
- Security/intelligence Manager
- Alternative Carer

#### **Mother & Baby Team meetings and Members**

The Mother & Baby Team Meetings should take place at a minimum once a month and the group should include:

- Health Centre Manager (Co-Chair)
- Social Work Manager (Co-Chair)
- First Line Manager of MBU
- Allocated PBSW
- A member of the Health Care Team (Freedom to Act)
- Health Visitor
- Midwife (for pre-birth case conferences)
- Manager of MBU
- Mother & Baby Unit Staff
- Children & Families Social Work
- Family Contact Officer
- Mother (when appropriate)



**Appendix B**

**Scottish Prison Service**

**Mother & Baby Application Form**

**Birth Plan Report to Escort & Hospital Maternity Services**

<b>Prisoner Name:</b>			
<b>D.O.B:</b>		<b>SPIN Number:</b>	
<b>Date of Liberation:</b>		<b>EDD:</b>	
<b>Approved Birthing Partner:</b>			
<b>Are there Child Protection concerns?</b>			
<b>Is baby returning to prison with Mother?</b>			
<b>Is External Social Work involved?</b>			
<b>Contact Name and number in Social Work:</b>			
Allocated worker:			
Senior social worker:			
Out of Hours:			
<b>Birth Plan:</b>			
When [.....] goes into labour she will be escorted to [.....] Hospital			
<b>If this is during office hours the following should happen:</b>			
<ul style="list-style-type: none"> <li>• Health Centre staff will contact Labour Suite.</li> <li>• Duty Ops to contact Prison Social Work Team who will contact [area] Social Work Team.</li> <li>• Duty Ops to contact Escort provider.</li> <li>• Once labour confirmed hospital to contact Prison Health Centre and [.....] Social Work Team to advise accordingly.</li> <li>• [.....] is/is not to have contact with her baby for the duration of her baby's stay in Hospital.</li> </ul>			

## Strategy & Stakeholder Engagement, Mother & Baby Policy

- [.....] Social Work Team will make arrangements to attend [...] Hospital to serve paperwork in respect of securing the baby who will not be returning with his mother to the Prison. This will be done in accordance with the legislation contained within the Children (Scotland) Act 1995. [...] has been informed of plans for her baby's care.
- [.....] Social Work Team will make arrangements to uplift the baby from [.....] Hospital once he/she is medically fit for discharge.

**If [.....] goes into labour out of hours the following should happen:**

- Health Centre staff will contact Labour Suite.
- Duty Ops to contact [area] Social Work Emergency Service.
- Duty Ops to contact Escorting Provider.
- Duty Ops to email prison social work team.
- Once labour confirmed [...] hospital to contact Prison Health Centre and [.....] Emergency Duty Team to advise accordingly.
- [.....] is/is not to have contact with her baby for the duration of her baby's stay in hospital.
- [.....] Emergency Duty Team / [...] social workers will make arrangements to attend hospital to serve paperwork in respect of securing the baby who will not be returning with his mother to the Prison. This will be done in accordance with the legislation contained within the Children (Scotland) Act 1995. [.....] has been informed of plans for her baby's care.
- [.....] Emergency Duty Team / [.....] social workers will make arrangements to uplift the baby from [...] Hospital once he/she is medically fit for discharge.

<b>Any Health Care Issues:</b>	
<b>Form completed by:</b>	
Copy to: Duty Ops, Residential FLMS and copy to Health Care Records	

**Scottish Prison Service**  
**Mother & Baby Application Form**

<b>Name: Applicant's Personal Details</b>			
<b>Date of Application:</b>			
<b>Surname:</b>		<b>Forenames:</b>	
<b>SPIN Number:</b>		<b>Date of Birth:</b>	
<b>Ethnic Origin:</b>			
<b>Religion:</b>			
<b>Present Location in Prison:</b>			
<b>Home address: (prior to custody)</b>			
<b>Release address: (where different from above)</b>			
<b>Home Area Local Authority Social Work:</b>			
<b>Assigned Children and Families Social Worker: (if applicable)</b>			
<b>Assigned Criminal Justice Worker: (if applicable)</b>			

**Section 1: Baby's Details**

<b>Section 1a: For pregnant mothers applying for a place for their unborn baby</b>	
<b>When is the baby due?</b>	
<b>Name of Doctor prior to custody?</b>	
<b>Doctor's address:</b>	
<b>Are there any religious or cultural beliefs to consider? Yes / No</b>	
<b>If yes give details:</b>	

## Strategy & Stakeholder Engagement, Mother & Baby Policy

<b>Section 1b: For mothers applying to have their baby living with them in prison</b>			
<b>Baby's date of birth:</b>		<b>Sex:</b>	
<b>Religion:</b>		<b>Birth weight:</b>	
<b>Surname:</b>		<b>Forename:</b>	
<b>Name of baby's Doctor:</b>			
<b>Has the baby's birth been registered?</b>			
<b>If not, when has the birth to be registered by?</b>			
<b>Does the baby have contact with his/her father?</b>			
<b>Please specify the nature and frequency of this contact:</b>			
<b>Who is the baby currently residing with?</b>			
<b>Address:</b>			
<b>Does the baby have special needs? (Please state what they are)</b>			

### Section 2: Mother's Offence Details

<b>Status:</b>	<b>Remand      Convicted      Sentenced</b>
<b>Date of Sentence:</b>	
<b>Offence(s)</b>	
<b>Outstanding Charges:</b>	<b>Y/N</b>
<b>Specify:</b>	
<b>Critical dates (EDL, PQD, Court dates):</b>	

### Section 3: Child Protection

Has the Mother been convicted of any sex offences, been on the sex offender register or do they have previous sex offence convictions or any offences against Children? <b>YES / NO</b>
Does the Mother pose a high risk to children under any Schedule 1 offence? <b>YES / NO</b>
Is the baby registered on the Child Protection register as being a child at risk by local authorities? <b>YES / NO</b>

**Section 4: Further Information (Self Representation to be completed by All Applicants)**

Please say why you think being in the mother and baby unit would benefit your baby;	
Does his/her father support this application?	
Who will look after your baby in an emergency?	
<b>Address:</b>	
<b>Telephone Number:</b>	
If your baby reaches the upper age limit for the unit and requires to return to the community prior to your liberation, who will look after him or her?	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Other relevant information:</b>	

**Section 5: Other Children**

How many other children do you have?	
What ages are they?	
Who is looking after them? (Please give names and addresses of all carers)	

**Application completed by:**

**Name:** .....

**Date:** .....

**Scottish Prison Service**  
**Mother & Baby Case Conference Record**

**Mother's Details**

<b>Applicant's Personal Details</b>	
<b>Name:</b>	
<b>SPIN Number:</b>	
<b>Date of Birth:</b>	
<b>Present Location in Prison:</b>	
<b>EDL:</b>	
<b>Ethnic Origin:</b>	
<b>Religion:</b>	
<b>Home address: (prior to custody)</b>	
<b>Release address: (where different from above)</b>	
<b>Home Area Local Authority Social Work:</b>	
<b>Children and Families Social Worker:</b>	
<b>Criminal Justice Social Worker: (if applicable)</b>	

**Baby's Details**

<b>Section 2a: For pregnant mothers applying for a place for their unborn baby</b>	
<b>When is the baby due?</b>	
<b>Name of Doctor prior to custody?</b>	
<b>Doctor's address:</b>	

<b>Section 2b: For mothers applying to have their baby living with them in prison</b>			
<b>Baby's date of birth:</b>		<b>Sex:</b>	
<b>Religion:</b>		<b>Birth weight:</b>	

## Strategy & Stakeholder Engagement, Mother & Baby Policy

<b>Surname:</b>		<b>Forename(s):</b>	
<b>Name of baby's Doctor:</b>			
<b>Baby's current address:</b>			
<b>Next of kin:</b>		<b>Relationship:</b>	
<b>Address of next of kin:</b>			
<b>Who was looking after the baby:</b>			
<b>1. Before applicant came into custody</b>			
<b>2. Now? Can this continue?</b>			
<b>3. Does the baby live with his/her father?</b>			
<b>4. If not, does his/her father have contact?</b>			
<b>5. Please specify the nature and frequency of this contact:</b>			
<b>6. Does the baby have special needs? (Please state what they are)</b>			
<b>7. Are there any religious or cultural beliefs to consider?</b>			
<b>8. Is the baby on the Child Protection Register or subject to statutory supervision? (Please give the date that this happened)</b>			
<b>9. Why was the baby placed on the Child Protection Register or subject to statutory supervision?</b>			

### Offence Details

<b>Status:</b>	<b>Remand</b>	<b>Convicted</b>	<b>Sentenced</b>
<b>Offence(s):</b>			
<b>Critical dates (Court, EDL, PQD, HDC):</b>			
<b>Outstanding Charges:</b>	Y/N	<b>Specify:</b>	

## Strategy & Stakeholder Engagement, Mother & Baby Policy

### Information available for Case Conference

<b>Background Information available: (Please list &amp; attach supporting documentation)</b>	
<b>SPS Reports:</b>	
<b>External Agency Reports:</b>	
<b>Prisoner Self – Representation:</b>	

### Agenda

<p><b>Please note purpose of Case Conference and points for discussion:</b></p>          
---

### Attendees

<b>Attendees:</b>			
<b>1. Name</b>		<b>Role:</b>	(Chair)
<b>2. Name</b>		<b>Role:</b>	
<b>3. Name</b>		<b>Role:</b>	
<b>4. Name</b>		<b>Role:</b>	
<b>5. Name</b>		<b>Role:</b>	
<b>6. Name</b>		<b>Role:</b>	
<b>7. Name</b>		<b>Role:</b>	
<b>8. Name</b>		<b>Role:</b>	
<b>Others (please note)</b>			
<b>Apologies (please note)</b>			



**Minute of Discussions**

Please note:

**Assessment of the Best Interests of the baby**

Please list specific points:

**Risk Factors**

List clearly below:

**Any other relevant issues in this case not covered by the above**

Please Note: Including Escort Arrangements and Contingency Plan (if and when relevant)

**Decision & Recommendations**

Please note:

Name: ..... (Chair)

Signature: .....

Date: .....

**To Governor for Approval**

**Governor to complete:**

**Decision to allow baby into prison: Yes / No / Defer**

**\*If deferred please detail reasons and likely time.**

**Comments:**

**Name: ..... Signature:.....**

**Role: ..... Date:.....**

**Please return all paperwork to Social Work Manager**

**Mother Advised**

**Mother Advised of Outcome\*:**

**By**

**Whom:..... Name:..... Signature.....**

**Date: .....**

**Mother's Signature: .....**

**– Please record in relevant narratives and records**

**Scottish Prison Service**  
**Mother & Baby Care Plan**

<b>baby's Name</b>		<b>DOB</b>	
<b>Mother's Name</b>		<b>DOB</b>	
<b>Number</b>		<b>Status (Convicted/Remand)</b>	
<b>Sentence (if Convicted)</b>			
<b>Date of conviction/trial</b>			
<b>Earliest possible release date (if known)</b>			

**1. List of baby's identified needs**

**Full details listed of baby's needs, ensuring that the following areas are covered:**

Physical, emotional, age, sex, race, religious, culture, background, any special relevant characteristics. (to include PEEIP (personal emergency evacuation infant plan).

**2. How are these needs to be met?**

**State first how the baby's general needs might be met. Babies in MBUs will have fundamental needs to be with their mothers in an appropriate environment.**

Also state any specific needs the baby has, for example, health needs. *The proposed method of meeting each identified need must be stated.* This will entail giving details of relevant services, which may be assessed.

### 3. Aim and Timescale of Plan

#### **Length of proposed placement.**

It is important to remember that the best interests of the baby are of primary importance here and this will determine the length of stay, rather than the mother's length of sentence. *If separation is inevitable careful consideration must be given to the point at which it is likely to be in the best interests of the baby and cause the least disruption in settling with alternative carers.*

### 4. Separation

**If separation may take place, planning must begin immediately for eventual separation of Mother & Baby. The mother must be consulted as to potential carers within the extended family and information passed to the relevant Social Work Authorities so that they can assess whether the nominated carers are suitable and appropriate to look after the baby.**

If no alternative carer is available, then the relevant Social Work Authority must arrange foster care.

### 5. Other Services provided by the Local Authority

**Details of any other support provided, for example, financial help, family support, or counselling which the carers of the baby outside the prison may require must be listed, as should any support services given to mothers while in the MBU.**

### 6. Other Services provided by the MBU

**Mothers in a MBU are particularly vulnerable by virtue of their confinement and the long hours spent alone with their baby. The needs arising from this should be examined carefully and consideration given to what forms of support may be given by prison staff or outside agencies. *This must be recorded, where applicable.***

**7. Arrangements for Contact**

Plans must be made for appropriate contact with family, dealing with frequency and duration. A contact plan should be developed if there is a plan for separation a date to ensure that the baby is well prepared for the move.

**8. Contingency Plan if placement breaks down**

Alternative carers in the community must be identified in advance, to ensure that if a baby needs to be handed out suddenly from the MBU there is minimum disruption.

**9. Arrangements for Health Care**

Give full details of any medical examination or treatment, which is proposed, including any specialist care in relation to special health needs the baby may have. Give names of all medical personnel involved. When born, the baby should also be registered with a local General Medical Practitioner.

**10. Nursery/Childminder Provision**

Give details of the arrangements for the baby's attendance at Childminder or a nursery facility.

**Scottish Prison Service**  
**Mother & Baby Care Plan Emergency Contact Numbers**

<b>Mother's Name:</b>	
<b>Date of Birth:</b>	
<b>SPIN Number:</b>	
<b>Baby's Name:</b>	
<b>Date of Birth:</b>	

In the event of an emergency the following should be contacted:-

**During office hours**

<b>Prison Based Social Work team – (Duty Social Worker will contact Alternative Carer)</b>	<b>Ext 5359</b>
<b>Alternative Carer (name, number and address)</b>	

**Out of office hours**

<b>Out of hours Social Work Services (Home local Authority)</b>	
<b>Alternative Carer (name, number and address)</b>	

**Form completed by:** .....

**Designation:** .....

**Date:** .....

\*A copy of this file must be held within:-

- Duty Operations Office
- Social Work File
- Health Care Record
- Prisoners Unit Narratives

**Scottish Prison Service  
Mother & Baby Policy  
Shared Care Form**

**Consent for handing out a baby into the care of a named alternative carer for a detailed period.**

<b>Mother's Name:</b>		<b>SPIN Number:</b>	
<b>Location:</b>			
<b>Baby's Name:</b>		<b>Date Of Birth:</b>	

I hereby fully consent and request that my baby is handed into the care of the person named below for the purpose of an extended visit and bonding. The baby will be in his/her care for the period:

<b>From (Date):</b>		<b>Time:</b>	
<b>To (Date):</b>			
<b>Baby's Name:</b>		<b>Time:</b>	

**Details of Alternative Carer (must be prior approved)**

<b>Name:</b>			
<b>Relationship:</b>			
<b>Address:</b>			
<b>Postcode:</b>			
<b>Telephone Number (Home):</b>			
<b>Telephone Number (Mobile):</b>			

**Signed:** ..... (Mother of baby)

**Date:** .....

**Witnessed:** ..... (Staff Member)

**Countersigned:** ..... (FLM)

**Date:** .....

**Strategy & Stakeholder Engagement, Mother & Baby Policy**

**I hereby agree to accept responsibility for the care of the above named baby and agree to return him/her back into the care of his/her mother as agreed above.**

**Signed: ..... (Alternative Carer)**

**Date: .....**

**Witnessed: ..... (Staff Member)**

**Date: .....**

**Cc: Healthcare Manager; Social Work; Mother's Folder in MBU**



**Scottish Prison Service  
Mother & Baby Policy  
Shared Care Reporting Form**

This form must be completed every time a baby is returned to the establishment from a shared care arrangement.

<b>Mother's Name:</b>	
<b>Date Of Birth:</b>	
<b>SPIN Number:</b>	

<b>Baby's Name:</b>	
<b>Date Of Birth:</b>	

<b>Alternative Carers (name, address, number):</b>			
<b>Date Out:</b>		<b>Date Returned:</b>	

**This section to be completed by the Alternative Carer**

<b>Whilst the baby was in your care did s/he suffer from any illness or injury? (Delete as applicable)</b>	<b>YES / NO</b>		
<b>If yes please provide full details of the nature of the illness or injury and any treatment provided in the space below:</b>			
<b>Signature:</b>			
<b>Date:</b>		<b>Time:</b>	

## Strategy & Stakeholder Engagement, Mother & Baby Policy

**This section to be completed by the Mother in the presence of a residential offer**

**If your baby has sustained any illness/injury and you feel you would like your baby to have a medical assessment please ask unit staff to contact the Healthcare team to arrange this.**

<b>Following your baby's return to your care do you have any concerns regarding their presentation or general condition? (Delete as applicable)</b>	<b>YES / NO</b>		
<b>If yes please provide full details of the nature of your concern in the space below:</b>			
<b>Signature:</b>			
<b>Date:</b>		<b>Time:</b>	

**This section to be completed by unit officer**

<b>Following the baby's return to custody were any concerns raised by the alternative carer or the mother? (Delete as applicable)</b>	<b>YES / NO</b>		
<b>If yes what action was taken? (please record below)</b>			
<b>Signature:</b>			
<b>Date:</b>		<b>Time:</b>	

## Scottish Prison Service

## Mother &amp; Baby Policy Unit Information &amp; Expectations

**Mother & Baby Unit Information and Expectations**

The MBU is a designated separate living accommodation within the prison, which enables a mother to have their baby with them whilst in prison. In order to promote healthy child development, a calm and peaceful environment is required at all times. The Unit safeguards the baby's welfare and allows the parent and baby relationship to develop normally. The Unit exists first and foremost for the benefit of the baby, who is not a prisoner and has committed no offence. Their best interests are the primary concern in all matters.

**The Mother & Baby Unit is a drug/alcohol free area**

We encourage mothers to seek support immediately if they are struggling with addiction issues as the use of illicit substances will result in the mother being removed from this area. In addition mothers located in the MBU will be required to comply with any request for an alcohol breath test, drug screen urine test or drug test. All accommodated within the Mother & Baby Unit will receive support from the addictions nurse when on a substitute prescription.

**MBU Parenting Advice and Support:**

- There will be a local Mother & Baby Team in place. There will be an application process and regular case conferences that you will be involved in to provide continued support to you and your baby.
- When pregnant within the MBU, antenatal appointments will be arranged within the establishment and at the local Hospital Maternity Department. It is essential you comply with all treatments and required clinical tests throughout your pregnancy.
- Parenting classes may be identified for you to participate in as part of the application process.
- For the safety of the baby mothers should ensure that their baby is always supervised. Other women within the unit can uplift meals and milk for those who have their babies in their care.
- Mothers should not take their babies into bed with them to sleep as this could be dangerous to the baby.
- Babies must be in a pram/car seat when they are out with the MBU and not taken into other residential areas of the prison.
- Mothers should be discouraged from allowing other prisoners from handling their babies, if they permit this it should only be others from within the mother and baby unit and the mother does so at her own risk.
- The mother should not leave their babies unattended at any time, if leaving their baby in the presence of another this is only by exception and requires prior agreement and the reason for this narrated.
- It is important for Mothers to ensure the MBU communal areas and rooms are clean, tidy and safe from anything that could cause the baby harm. This is also the case for cleanliness and maintenance of all baby equipment such as bottles and sterilisers.

## Strategy & Stakeholder Engagement, Mother & Baby Policy

- Consider the level of essential supplies for their baby and inform staff when supplies such as nappies & milk are required to be ordered (Please assist by allowing sufficient time for delivery).
- All mothers are encouraged to take the baby out in the pram for a walk at least once a day (This will be facilitated by MBU staff).
- Mothers should highlight immediately any health concerns they have regarding their baby to a member of the Health Care team.
- Each time your baby is returned from a shared arrangement a shared care reporting form will be completed by the Mother and supported by staff if required.
- For safety and support mothers will be trained in baby resuscitation.
- Anything of concern should be reported to staff immediately.

### General Information

- Prison Rules still apply in the MBU.
- In the MBU it is important that mothers display positive appropriate behaviours to other mothers, babies and staff. In instances of a dispute or conflict you should bring it to the attention of a member of staff immediately.
- Suitable facilities and processes will be in place for laundering of babies clothing and ordering any other required items.
- Vaping is not permitted in the Mother & Baby Unit as per prison rules 4.1.

**Staff in the MBU should read the above Information and ensure the mother understands the content. It should be explained that these are expectations for a mother residing in the MBU and any concerns around not meeting these expectations could result in a case conference to determine suitability within the MBU for herself or the baby.**

**Mother's Name:** .....

**Mother's Signature:** .....

**Date:** .....

**Staff Member's Name:** .....

**Staff Member's Signature:** .....

**Date:** .....

### Further Information:

The SPS recognises that from time to time employees may have questions or concerns relating to the Mother & Baby Policy. The SPS wishes to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. Employees are encouraged to seek clarification on any issues with the appropriate Line Manager in the first instance.

### Sustainability

Improving our environmental performance and doing things in a more sustainable way should be seen as integral to our core business practices.

In line with the SPS Sustainable Policy and to demonstrate compliance with the Scottish Government's commitment to improving environmental and sustainable development performance, please be mindful if printing this document – keeping paper usage to a minimum (print only version), printing on both sides, and recycling.

### Equality Statement

The SPS is an equal opportunities employer where all employees are treated with dignity and respect. We are fully committed to equality, diversity and human rights and to ensuring our culture, working environment, policies, processes and practices are free from bias. This policy applies to all employees regardless of protected characteristics, and, subject to any eligibility criteria, length of service, grade, working pattern or operational status.

### Inclusive Communications

It is our ambition to ensure that SPS documents are readable, accessible and engaging for staff.

In formatting this document, good practice principles around engagement and inclusive communications have been adhered to.

If you require this document in an alternative format please contact Human Resources.

### Review and Monitoring

This policy will be reviewed every three years or sooner where applicable to reflect changing business and legislative requirements.