



Independent Prison Monitoring Recruitment Information Pack

INFORMATION PACK

INDEPENDENT PRISON MONITORING



Message from Wendy Sinclair

Her Majesty's Chief Inspector of Prisons for Scotland

Could you provide invaluable support by ensuring prisoners' human rights are upheld and that life in prison contributes to their rehabilitation?

You may be the person who can make a unique contribution to improving Scotland's Prisons, listening to and supporting prisoners and positively impacting on their lives and your wider local community.

Becoming an Independent Prison Monitor (IPM) can be challenging and rewarding. As well as the opportunity to participate in one of the most unusual and valuable types of voluntary work, you will have the opportunity to meet and work with many people from diverse backgrounds and walks of life.

I would be delighted if you would consider joining our Independent Monitoring Team and in doing so be part of bringing the communities in Scotland into Scotland's prisons.

Wendy Sinclair-Gieben
HM Chief Inspector of Prisons for Scotland

1. What is an Independent Prison Monitor?

An IPM is a volunteering role for Her Majesty's Inspectorate of Prisons for Scotland (HMIPS). The role holds statutory authority under the Public Services Reform (Inspection and Monitoring of Prisons) (Scotland) Order 2015. It is an essential role within the Scottish justice system as it helps ensure prisoners' human rights are upheld and that life in prison contributes to their rehabilitation. Under the system established in 2015, HMIPS have a statutory obligation to visit each prison in Scotland at least once per week. This duty is discharged by publicly appointed IPMs.

The role is challenging yet rewarding; you will be providing an independent viewpoint on the humane treatment and conditions for prisoners at your local prison; conduct investigations either as a result of a prisoner raising an issue or from your own observations and report back on your findings.

We are looking for people with a range of different backgrounds and experiences. As you can imagine it is a complex role and requires you to have: excellent listening and observation skills; the ability to gain the respect of prisoners, prison staff and the prison Governor; the confidence in dealing with challenging situations; and a commitment to social justice.

The role is a flexible one as visits are conducted at various times and can fit in with your personal circumstances. This includes day, evening, weekends and occasional night visits. You will also be fully supported in your role with training provided to all new IPMs, one to one support from your Regional Prison Monitoring Coordinator (PMC), group support from the rest of the Monitoring team as well as opportunities for further training and options for professional development.

There are currently 15 prisons in Scotland. The Regional Prison Monitoring Coordinators are each responsible each prison and the country has been divided into four regions. This is shown in Table 1:

Table 1

Regional Area	Prison Location
Prison Monitoring Coordinator PMC1 - Area 1	HMP Inverness
	HMP & YOI Grampian
	HMP Castle Huntly
	HMP Perth
Prison Monitoring Coordinator PMC2 - Area 2	HMP & YOI Cornton Vale
	HMP Glenochil
	HM YOI Polmont
	HMP Shotts
Prison Monitoring Coordinator PMC3 - Area 3	HMP Low Moss
	HMP Kilmarnock
	HMP Greenock
	HMP Dumfries
Prison Monitoring Coordinator PMC4 - Area 4	HMP Barlinnie
	HMP Edinburgh
	HMP Addiewell

2. What would I be doing?

You will be completing a variety of tasks, including:

- Monitoring the humane treatment of prisoners and conditions in prisons which includes:
 - Planning prison visits with the rest of the Monitoring Team.
 - Conducting visits to observe and monitor all aspects of prison life.
 - Talking to prisoners about their treatment and conditions in prison.
 - Talking to visitors, prison officers and other people working at the prison about the treatment of prisoners.
 - Monitoring the conditions in which prisoners are detained.
 - Ensuring the provision of appropriate support for prisoners.
 - Monitoring the arrangements for the temporary release of prisoners.
 - Developing effective working relationships with prisoners, staff and the Governor.
- Conducting investigations either as a result of a prisoner raising an issue or from your own observations:
 - Responding to requests from prisoners for confidential conversations.
 - Assisting prisoner's with the prison complaints process, where requested.
 - Sourcing and assessing relevant information, as required.

- Taking appropriate action to issues raised or to observations made with support from the Monitoring Team and the Prison Monitoring Coordinator.
 - Examining relevant prison records relating to the treatments of prisoners in response to issues or concerns raised or observed.
 - Appropriately escalating issues to prison management, if required.
 - Exercising discretion and authority when intervention is necessary.
- Reporting on your monitoring and/or investigations:
 - Reporting back on observations made.
 - Maintaining records of observations and investigations
 - Highlighting good practice and provide constructive feedback.
 - Raising issues with the Governor and the Prison Monitoring Coordinator, as required.
 - Contributing to the Prison Monitoring Annual Report as requested/required.

3. What skills and qualities do I need to have?

You do not need any special qualifications or experience because we will provide all necessary training and support. You do need to be open-minded, a natural communicator and be able to exercise sound, objective judgement.

We are looking for volunteers who are able to evidence the following skills and qualities:

- Commitment to diversity, equality and an understanding of human rights.
- Integrity.
- Good observational and listening skills.
- Ability to exercise initiative.
- Confidence in dealing with challenging situations.
- Clear and confident communication skills, both verbal and written.
- Competent IT skills.
- Ability to exercise objective and sound judgement.
- Good analytical skills and good interpretation skills.
- Good interpersonal skills.
- Ability to work as part of a team.
- Ability to work independently if required.
- Ability to maintain confidentiality.
- A willingness to learn and be open-minded.
- Fair, respectful and non-judgemental.

Above all, we are looking for highly reliable people with the time, energy and enthusiasm to make a difference and to help us to discharge our statutory responsibilities. We welcome applications from people over 18 and are particularly keen to hear from young people, those of working age and individuals from minority communities.

4. What's in it for me?

As an IPM, you will have the opportunity to develop a wide range of personal skills such as decision-making, inter-personal skills and team-working which can benefit your career prospects, existing career and your employer.

Volunteering with HMIPS is a fantastic opportunity for personal and professional growth. By giving your time and skills you will make a positive contribution to people who are detained, and ensuring that they are treated fairly and with respect. All of this whilst making a valuable contribution to your community and wider society in Scotland.

As an IPM you also have a unique opportunity of working in a prison otherwise closed to the general public. We offer comprehensive training to ensure that those appointed gain the knowledge and understanding needed to carry out the role effectively. Examples of that training are as follows:

- The role of the Independent Prison Monitor
- Human Rights and other relevant legislation
- Personal Protection Training
- Prisons Policies and Practice
- Standards for Inspecting and Monitoring Prisons
- Monitoring Guidance
- Local Prison Induction Training
- Prisoner Complaints

This is also a chance for you to meet new people, a chance to widen your social network and to provide unique and invaluable support. Whilst IPMs can work on their own, there is the opportunity to work in pairs or in small groups. You will be given one to one support and be included in local and regional meetings of IPMs. We will of course reimburse all travel and subsistence as appropriate.

5. How much time will I be expected to give?

The time commitment for each IPM can vary and ranges between 14 to 22 days per year, including attendance at training and relevant meetings. HMIPS need people who can reliably commit to this.

Initial training may take up to three days. While we do our best to offer training at a range of dates and times, in an area close to you, some of the initial training is provided by the Scottish Prison Service and may only be available Monday to Friday, from 9 to 5. In addition, you may be offered training opportunities involving travel in your region.

A prison visit usually lasts between 3-5 hours. The day/time at which you visit the prison is flexible to fit in with your personal circumstances and you will be part of a rota system coordinated by the Prison Monitoring Coordinator. You may also respond with follow up actions as required by your visit and attend the prison at other times that are not part of the regular rota which can increase the number of days you will be committing to.

We understand that life can be complicated and we aim to be flexible with all of our volunteer IPMs. The volunteering commitment as an IPM is a period of three years and ongoing one to one support and performance evaluation will be provided by the Regional Prison Monitoring Coordinators. We will work closely with you during a 'settling in' period to ensure that we are mutually satisfied that the role of IPM is one that you are suited to and feel comfortable in. We understand that it is not for everyone.

If you stay for three years, you may be re-appointed, however the maximum length of time an IPM can serve for is nine years in total.

6. How do I apply to become an Independent Prison Monitor ?

Appointment timescales

For your information, the stages of the application process are set out below. It is important that you are available for each of these stages or we will not be able to progress your application. Applicants must be able to commit to attending at least one awareness session date, one interview date, one core session date and one training day at HMP Shotts.

If you are not available, please consider applying for a future recruitment round.

21.04.20	Evening – Prison awareness sessions held in HMP & YOI Polmont and HMP Low Moss
22.04.20	Evening – Prison awareness sessions held in HMP Edinburgh and HMP Perth.
04.05.20	Interviews to be held morning and afternoon in Edinburgh and Dundee
05.05.20	Interviews to be held morning and afternoon in Edinburgh and Glasgow
12.05.20	Evening - Core session – HMIPS Edinburgh
13.05.20	Evening - Core session – HMIPS Edinburgh
14.05.20	Evening - Core session – HMIPS Edinburgh
23.05.20	Saturday - Full day training at HMP Shotts
30.05.20	Saturday - Full day training at HMP Shotts

Stage 1 – Complete Application Form

Convictions and cautions

The application form requires personal information from you. As this post includes working with vulnerable people we require you to disclose any convictions and cautions even if they are considered spent. Unless there are exceptional circumstances, failure to disclose such information will lead to a recommendation against your appointment as an IPM. Please be aware that cautions and convictions are not an automatic bar to appointment, but each application is judged on its own merits by taking into consideration the nature of the conviction / caution, the length of time that has elapsed since it occurred and also any patterns of convictions / cautions. Your appointment will be subject to an enhanced disclosure check.

Residency

Applicants must also have been resident in Scotland for the last three years.

Conflicts of interest

All prospective IPMs are asked to declare any personal interests (direct or indirect), connections or obligations which could, or could be perceived to, influence their actions, decision or judgement, or make it difficult for them to fulfil their duties fairly. There may be a possible conflict of interest if, for example: you, or a member of your family work for the Scottish Prison Service (SPS); If you, or a member of your family work for the private prison HMP Kilmarnock (Serco Justice Services) or private prison HMP Addiewell (Sodexo Justice Services); If a member of your family is currently serving a custodial sentence; if you supply a service or have a business or other interest within any of Scotland's prisons; if you are currently employed in Criminal Justice Social Work anywhere in Scotland; and / or you are currently employed by Police Scotland. Note: this is not an exhaustive list.

Examples of conflicts of interest are listed below:

- If you, or a member of your family work for the Scottish Prison Service (SPS),
- If you, or a member of your family work for the private prison HMP Kilmarnock (Serco Justice Services) or private prison HMP Addiewell (Sodexo Justice Services).
- If a member of your family is currently serving a custodial sentence.
- If you supply a service or have a business or other interest within any or all of Scotland's prisons.
- If you are currently employed in Criminal Justice Social Work anywhere in Scotland.
- If you are currently employed by Police Scotland.

If you are in any doubt as to whether or not any relationship could cause a future conflict, please provide details to help us consider your application. Don't worry if you think you may have an actual or perceived conflict of interest – it doesn't necessarily mean that you can't become an IPM. Each case will be considered individually and may be further explored with you at interview stage, as to whether this might affect your ability to contribute effectively and impartially and how it might be handled if you are appointed.

References

In order to reduce the overall timescale of the application process, HMIPS will seek references upon receipt of your application form. This allows us to progress successful applicants to fully appointed status at the earliest opportunity.

Please provide details of two people who have known you for at least two years who we can ask for references regarding your suitability to being an IPM. Wherever possible, these should be current/previous employers, places you have volunteered or a respected members of community. Your references cannot be family members. If you are unable to provide referees from these areas please note this and we will contact you to identify appropriate referees.

Feedback

Unfortunately we are not resourced to provide individual feedback on unsuccessful applications.

Completed applications should be submitted by email to prisonmonitoring@gov.scot

Stage 2 – Awareness Session and Interview

Once you have emailed your application form and it has been acknowledged, you will be contacted by a representative from HMIPS, who will invite you to attend an awareness session and interview. The interview will be competency based and will test the skills and qualities listed earlier in this document. It is designed to assess each applicants suitability to perform the core functions of the IPM role.

If you are successful at interview stage you will move to stage 3.

Stage 3 – Checks and Security Clearance

IPMs have full access to their local prison at any time, day or night. For this reason all our members must be security cleared by an Enhanced Disclosure (Scotland) check which, amongst other things, provides information on any previous convictions or cautions and will provide HMIPS with notification of any new criminal convictions in the future.

Prior to interview, applicants will be sent a blank disclosure form that they are required to complete and bring to interview, along with three forms of identification.

If your security clearance meets requirements you will progress to stage 4.

Stage 4 – Core Training

IPMs will be trained in Personal Protection Training and provided with an overview of Prison Monitoring. Please see the table on page 2 for more information.

Independent Prison Monitor Privacy Notice

Introduction

This is the “Independent Prison Monitor Privacy Notice” of HMIPS. Our contact details are noted below. This notice applies to individuals applying for appointment as Independent Prison Monitors (IPMs). We are a data “controller”, which means we are responsible for deciding how we hold and use your personal information. This privacy notice explains how and why we collect and use your personal information in the context of the recruitment process and once you are appointed, and your rights in relation to your personal information. We may amend this notice at any time.

If you wish to discuss this notice or the personal information we hold about you, please contact our Data Protection Officer, Kerry Love on 0131 244 8484, by email at kerry.love@gov.scot or write to her at HMIPS, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.

Your personal information

In this privacy notice, “your personal information” means your personal data i.e. information about you from which you can be identified. Your “personal information” does not include data where the identity has been removed (anonymous data). It is important that your personal information is accurate and up to date. Please inform us if your personal information changes during the recruitment process, or for those who are appointed, whilst you are an IPM.

Special categories of personal information

“Special categories of personal information” means information about your racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; health; sex life or sexual orientation; criminal convictions, offences or alleged offences; genetic data; or biometric data for the purpose of uniquely identifying you. We must have additional legal grounds for processing special categories of personal information.

Details of what personal information we will collect about you

We collect personal information about you from your application form when you apply to become an IPM. This may include collecting your personal information, recording it, storing it, using it, amending it, destroying it and, in some circumstances, disclosing it. The personal information we hold includes:

- Your personal contact details, including your name, address, email address, telephone number and emergency contact details.
- Your application form, including any CV, covering letter or email and interview notes.
- Referees and details of previous employers.

Please note that our application form requires you to state:

- Any information as to whether you may have a conflict of interest in carrying out the role of IPM.
- Whether you have any criminal convictions, including spent convictions, and whether you have been charged with any offence which is pending.
- Whether you have the right to live and work in the UK.

For successful candidates, the information we hold additionally includes:

- Correspondence and results around background checks, including Enhanced Disclosure Certificates.
- References.
- Offer letter and terms of appointment.
- Documentation confirming your right to live and work in the UK.

Please note that we require the personal data set out above for our recruitment process. If you don't provide this data, we may not be able to proceed with your application or to offer appointment to you.

Retention, use and destruction of information

If you are unsuccessful in your application, hard copy and electronic copies of application forms, references and interview assessments are held for one month after the recruitment exercise concludes, to allow us to provide feedback to those who request it. It will then be shredded/deleted by us.

For those who are appointed as IPMs, hard copy and electronic copies of application forms, references, interview assessments and Enhanced Disclosure Certificates are retained until the end of your appointment, to allow us to make contact with you in relation to your duties as an IPM and to carry out our statutory functions. Performance reviews are retained for three years following the end of your appointment to allow us to respond to requests for references and deal with any issues that may arise following the end of your appointment.

Information about criminal convictions

To enable us to make recruitment decisions and assess suitability for appointment as an IPM, we will process information about criminal convictions and offences (including alleged offences). As this appointment involves working with vulnerable people, we require you to disclose convictions even if they are spent. The processing of this information is necessary for the performance of a task in the public interest and is carried out under the control of our official authority. We will request the following information at the recruitment stage:

- Confirmation as to whether you have any spent or unspent criminal convictions as this is relevant to assessing fitness for appointment as an IPM;
- Confirmation as to whether you are a suspect in an ongoing police investigation or if you have been charged with a criminal offence, as these are relevant to assessing fitness for appointment as an IPM.

Any offer of appointment from us will be subject to a satisfactory Enhanced Disclosure Check.

Legal basis for processing personal data

The legal basis for collecting and processing your personal data is:

- The processing is necessary for the performance of a task in the public interest.

Legal basis for processing special categories of personal data

The legal basis for collecting and processing special categories of personal data is:

- The processing is necessary for reasons of substantial public interest.

- In the case of personal information relating to criminal convictions, the processing is necessary for the performance of a task in the public interest and is carried out under the control of our statutory functions and obligations.

Sharing your personal information with third parties

We will not share your personal details outwith HMIPS. Your personal information will only be available to relevant staff for the purposes of completing the recruitment process, for processing performance reviews or disciplinary procedures during the period of your appointment, or to make contact with you if you are appointed. The exception to this is that we will share your emergency contact details with the prison you are monitoring, to enable them to notify your emergency contact should the need arise. The legal basis for this form of processing is that it is necessary for the protection of your vital interests. We will require the prison you are monitoring to destroy this information when your appointment ends.

Automated decision-making

We do not envisage taking any decisions about you based solely on automated processing (i.e. without human involvement), which have a legal or similarly significant effect on you.

Transferring your personal information outside the EU

We do not intend to transfer your personal information to any country outside of the EU, or to any international organisation.

Information on your rights

You have the right to request access to and the ability to correct or erase personal data HMIPS holds about you, or restrict or object to the processing of your personal information, as well as the right to data portability. You also have the right to complain to the [Information Commissioner's Office](#) if you think there has been an infringement of the General Data Protection Regulation.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. HMIPS will respond promptly to any request you make in accordance with Data Protection law. Please contact our Data Protection Officer if you require more information on these rights, or wish to exercise any of them.

Enquiries:

By e-mail to : prisonmonitoring@gov.scot or

By post to : Independent Prison Monitoring
Her Majesty's Inspectorate of Prisons for Scotland
Saughton House Y - Spur
Broomhouse Drive
Edinburgh, EH11 3XD

By telephone: 0131 244 1844

Website : <https://www.prisoninspectorscotland.gov.uk/>