



SCHEDULE 1 PART 7:

DEMOCRATIC THERAPEUTIC COMMUNITY

Version number	Issue Date	Comment
1.0	28 November 2025	Execution Version



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1. Purpose

1.1 The Contractor shall provide the DTC in accordance with this **Part 7 (Democratic Therapeutic Community)** of **Schedule 1 (Authority's Custodial Service Requirements)** and the Authority's Requirements (as applicable) and shall ensure the DTC is safe, secure and decent for all DTC Prisoners, the Contractor's Staff and any other Custodial Service Providers.

1.2 The DTC shall be provided in accordance with the DTC Manual, PSO 2400 and any other requirements of CSAAP for an Accredited OBP for a democratic therapeutic community programme.

2. Conditions of Application for Referral

2.1 The Contractor shall assess applications for the DTC from applicants across both the public and private prison estate. The Contractor shall only review an application if it is accompanied by an Information and Referral Package that satisfies the conditions for application as set out in DTC Manual.

2.2 If the Information and Referral Package is incomplete and/or the required supporting documentation or suitability appraisals have not been provided as required by the DTC Manual, the Contractor shall liaise with the representatives of the sending establishment that referred the prospective DTC Prisoner to obtain the required documentation and/or information.

2.3 The Authority shall provide the Contractor a template Information and Referral Package and DTC Information Guide, which the Contractor shall develop and update, including any model application forms, as necessary to support the application process to the DTC in accordance with the DTC Manual and provide prospective DTC Prisoners information about the DTC. The Contractor shall review and (if necessary) update the template Information and Referral Package and DTC Information Guide as part of the delivery of the ACS DP in accordance with **clause 24.1 (Delivery of Annual Custodial Service Delivery Plan)**.

3. DTC Referral and Acceptance Criteria

3.1 If the Contractor determines that a prospective DTC Prisoner's application satisfies the conditions for application as set out in the DTC Manual, the Contractor shall assess whether the prospective DTC Prisoner meets the DTC Referral and Acceptance Criteria.

3.2 The Contractor shall apply the DTC Referral and Acceptance Criteria in accordance with the DTC Manual to determine whether the prospective DTC Prisoner should be accepted on to the DTC.



- 3.3 In exceptional circumstances, the Contractor may use the clinical judgement of the Clinical Director, or Deputy Clinical Director, to determine whether a prospective DTC Prisoner should be accepted onto the DTC even if some of the DTC Referral and Acceptance Criteria are not met by such prospective DTC Prisoner. The Contractor shall apply this clinical judgement in accordance with the process and requirements set out in the DTC Manual.
- 3.4 In addition to the DTC Referral and Acceptance Criteria set out in the DTC Manual, the Contractor shall ensure that all prospective DTC Prisoners have been made aware that they may be expected to complete up to six (6) Months assessment on the EAU, which may be instead of assessment on the AU or up to an additional three (3) Months assessment in the EAU on top of the minimum of three (3) Months assessment on the AU.
- 3.5 In respect of prospective DTC Prisoners who require psychotropic medication, the Contractor must ensure that:
- 3.5.1 medication is not a barrier to prospective DTC Prisoners who wish to apply for the DTC but is considered as part of a 'whole person' approach to assessing suitability; and
 - 3.5.2 it is compliant with the 'Medication and Inclusion Policy' within the DTC Manual; and
 - 3.5.3 a local protocol in respect of the DTC is agreed as part of the Local Partnership Agreement with the Healthcare Provider to ensure appropriate information sharing agreements are in place and there is a requirement for prescribers within the Healthcare Provider to contribute to the referral, and subsequent therapy reviews, of their patients who are on the DTC.
- 3.6 All the information required by the Contractor to determine whether the prospective DTC Prisoner should be accepted on to the DTC, in accordance with the DTC Manual, should be in the Information and Referral Package. In accordance with **paragraph 2.2 (Conditions of Application for Referral)**, if any information is missing, or further information is required to make clinical judgement, the Contractor shall request the information from the sending establishment.

4. Implementation of the Assessment Unit and Enhanced Assessment Unit

- 4.1 The Contractor shall ensure that all Prisoner Places on the DTC (including on the AU, the EAU and the four (4) DTC Wings) are available to receive DTC Prisoners from the Services Commencement Date.



4.2 Staffing

4.2.1 The Contractor shall ensure that the DTC is fully staffed from the Services Commencement Date.

4.2.2 During the twelve (12) Month period after Services Commencement Date (the "AU/EAU Implementation Period"), the Contractor shall ensure that all DTC Staff participate in the required training and development opportunities in line with their roles in accordance with the requirements of this **Part 7 (Democratic Therapeutic Community) of Schedule 1 (Authority's Custodial Service Requirements)** with a particular focus on the implementation of the AU and EAU.

4.3 Referrals

4.3.1 During the AU/EAU Implementation Period, the Contractor shall engage with potential 'feeder' prisons across the wider public and private prison estate and proactively build a system to generate a flow of referrals into the AU and the EAU by:

- (a) raising awareness of the DTC across the wider public and private prison estate;
- (b) identifying suitable prospective DTC Prisoners from across the wider public and private prison estate; and
- (c) efficiently processing referrals from prospective DTC Prisoners.

4.3.2 After the AU/EAU Implementation Period, the Contractor shall continue to generate referrals for the DTC on an ongoing basis throughout the Contract Period.

4.4 DTC Regime

4.4.1 In accordance with **clause 24.1.2 (Delivery of Annual Custodial Service Delivery Plan)**, the Contractor shall include within the Annual Custodial Service Delivery Plan its plans for providing the DTC. In respect of the Annual Custodial Services Delivery Plans that will cover the AU/EAU Implementation Period, this plan shall in addition include:

- (a) delivery of a suitable and sustainable DTC regime over the AU/EAU Implementation Period, including therapeutic spaces and additional access to Main Prison based activities in line with the DTC Manual;



- (b) consideration of the formation of Small Groups, including how DTC Staff can support and develop a changing and growing population over the AU/EAU Implementation Period; and
- (c) plans for increasing the AU and EAU population at a managed pace over the AU/EAU Implementation Period in order to meet or exceed the applicable Contract Delivery Indicators for the occupancy of the AU and EAU from the end of the Bedding-In Period until the end of the AU/EAU Implementation Period.

5. Introductory Phase - Assessment Unit and Enhanced Assessment Unit

- 5.1 The Contractor shall provide an Assessment Unit and an Enhanced Assessment Unit within the DTC and maintain a minimum occupancy of 16 DTC Prisoners and a maximum occupancy of 20 DTC Prisoners on each of the AU and EAU at any one time.
- 5.2 The Contractor shall identify prospective DTC Prisoners that require an extended period of assessment on the EAU before being considered ready to move to Core Therapy. The Contractor will provide two routes to the EAU:
 - 5.2.1 The Contractor shall identify referrals of a prospective DTC Prisoner who may not initially or wholly meet the DTC Referral and Acceptance Criteria but are likely to be suitable for Core Therapy with additional support in the early stages on the EAU.
 - 5.2.2 The Contractor may extend the assessment time needed for a DTC Prisoner on the AU at any time during the assessment period and this decision will be made by the Clinical Lead on the AU or the EAU in conjunction with a Multidisciplinary Team.
- 5.3 The Contractor shall ensure that joining process is followed for all prospective DTC Prisoners. Following acceptance at the referral stage in accordance with **paragraph 3 (DTC Referral and Acceptance Criteria)**, the DTC Staff on the AU or EAU (as applicable) shall contact the prospective DTC Prisoner via an in-person visit or telephone/video conference.
- 5.4 The Contractor shall ensure that all DTC Prisoners admitted to the DTC are processed via the reception unit in in the Main Prison in accordance with the Authority's Custodial Requirements. Following initial processing, the Contractor will transfer DTC Prisoners immediately to the AU or EAU (as applicable) to begin the assessment process.



6. Assessment Phase - completed on the AU or EAU

6.1 The Contractor shall procure that, on arrival in the DTC (whether transferred to the DTC from the Main Prison or any other prison) every new DTC Prisoner will be met by a member of the AU or EAU DTC Staff and a DTC Prisoner (both of whom shall be equipped to answer any questions about the DTC).

6.2 The Contractor shall provide to every new DTC Prisoner an information pack to include information about the AU and EAU, their assessment period on the AU or EAU and the DTC more generally. The Contractor will ensure that each DTC Prisoner will, within 24 hours of their arrival on the AU or EAU, be invited to sign a Treatment Compact.

6.3 On the AU and EAU, the Contractor shall ensure that DTC Prisoners are supported to develop understanding and knowledge of the DTC principles, relational model, and ethos through engagement in:

6.3.1 interviews;

6.3.2 behavioural observations;

6.3.3 education;

6.3.4 questionnaire completions;

6.3.5 screening against the national OPD Pathway criteria;

6.3.6 small and large therapeutic spaces to experience group-based learning;

6.3.7 unit-based work and social activities; providing opportunities to develop transferable skills;

6.3.8 additional creative activities, such as Core Creative Psychotherapies; and

6.3.9 sharing Informal Time together with staff, including mealtimes and recreation.

6.4 The Contractor shall ensure that DTC Prisoners stay on the AU for a maximum of three (3) Months and on the EAU for a maximum of six (6) Months (in total including any time spent on the AU).

6.5 During the assessment of each DTC Prisoner on the AU or EAU the Contractor will:

6.5.1 facilitate the orientation of that DTC Prisoner to life on the DTC;



- 6.5.2 complete a full range of interviews (including, but not limited to, psychological, psychiatric, and educational);
 - 6.5.3 observe the interpersonal and group behaviour of that DTC Prisoner;
 - 6.5.4 complete an initial Individual Therapy Plan for that DTC Prisoner; and
 - 6.5.5 maintain written records of that DTC Prisoner's behaviour.
- 6.6 The Contractor shall ensure that the primary purpose of assessment process will be to assess the suitability of a DTC Prisoner for Core Therapy.
- 6.7 The Contractor shall provide the assessment process in a manner that:
- 6.7.1 familiarises DTC Prisoners with DTC expectations and processes, which may be different to their prior prison experiences;
 - 6.7.2 improves the readiness and stability of DTC Prisoners to undertake Core Therapy; and
 - 6.7.3 introduces and orientates them to the DTC way of life and allows informed consent to the Treatment Compact.
- 6.8 The Contractor shall assess the DTC Prisoners through interviews and feedback, including through interviews by, or receiving feedback from, a variety of the Contractor's Staff relevant to that DTC Prisoner (for example, chaplaincy, education, gym and DTC Staff).
- 6.9 The Contractor shall not undertake Core Therapy whilst the DTC Prisoner is located on the AU or EAU. The Contractor shall conclude the assessment process for a DTC Prisoner by holding a case conference, led by the AU or EAU (as applicable) Clinical Lead in conjunction with a Multidisciplinary Team, overseen by the Clinical Director, to determine whether a DTC Prisoner should move to Core Therapy in accordance with the following requirements:
- 6.9.1 that the DTC Prisoner satisfies the DTC Referral and Acceptance Criteria or, in exceptional circumstances, that the Clinical Lead, overseen by the Clinical Director, determines, using their clinical judgement, that the DTC Prisoner should remain on the DTC despite not meeting all the DTC Referral and Acceptance Criteria;
 - 6.9.2 that the DTC Prisoner has conformed to his Treatment Compact while on the AU or EAU (as applicable);



- 6.9.3 that the DTC Prisoner has the psychological resources to enter Core Therapy in the DTC, including adequate psychological mindedness, motivation and intellectual capacity; and
- 6.9.4 that the combination of psychometric, actuarial and observational data indicates that the DTC Prisoner is likely to benefit from Core Therapy.
- 6.10 The Contractor shall keep a record of the acceptance or rejection of all DTC Prisoners on the AU or EAU as required by the DTC Manual.
- 6.11 Where the Contractor determines that a DTC Prisoner should not move to Core Therapy in accordance with the requirements in **paragraph 6.9 (Assessment Phase - completed on the AU or EAU)**, either during a case conference or at any other time, the Contractor shall deselect the DTC Prisoner in accordance with **paragraph 10.2 (DTC Prisoners deselection from the DTC)** and provisions and process for removing the DTC Prisoner from the DTC in **paragraph 10.2 (DTC Prisoners deselection from the DTC)** will apply to such DTC Prisoner.
- 6.12 Where the Contractor determines that a DTC Prisoner should move to Core Therapy in accordance with **paragraph 6.9 (Assessment Phase - completed on the AU or EAU)**, the Contractor shall move the relevant DTC Prisoner from the AU or EAU (as applicable) onto one of the four (4) DTC Wings on the DTC to join the applicable Community for the purposes of entering their Core Therapy.
- 6.13 The Contractor shall allocate each DTC Prisoner to a Community based on both clinical and operational judgement and the demographic data within the DTC. The Contractor shall discuss and agree allocation to a Community within a Multidisciplinary Team weekly allocations meeting.
- 6.14 The Contractor will ensure there is a smooth handover between AU or EAU DTC Staff and the DTC Staff on the applicable DTC Wing for all transitioning DTC Prisoners as part of planned joining process. As part of this process, the Contractor will ensure that each DTC Prisoner is given the opportunity to visit his allocated Community, prior to transferring to the DTC Wing for that Community.
- 7. Requirements for all DTC Prisoners**
- 7.1 Therapy within the DTC**
- 7.1.1 The Contractor is required to provide a 'multi-modal approach' to the therapy delivered within the DTC, meaning different types of therapy will be used together



to optimise the impact of the treatment for the DTC Prisoner. The Contractor will provide Core Therapy and therapy within the AU and EAU that:

- (a) is holistic in its treatment of, and approach to, each DTC Prisoner;
- (b) is fully integrated with each DTC Prisoner's sentence management and ITP;
- (c) uses comprehensive Small Group, large group and full DTC experiences;
- (d) where appropriate and in exceptional circumstances, provides need-driven individual counselling; and
- (e) integrates Prison Work and the Education Services into the therapeutic experience.

7.1.2 As part of the 'multi-modal approach' to each DTC Prisoner's treatment needs the Contractor will ensure the DTC Prisoners are supported by:

- (a) a continuous and comprehensive staff selection, training, support and development programme created, evaluated and supported by management and independent external consultants throughout;
- (b) a combination of best psycho-social therapeutic and cognitive behavioural practice; and
- (c) standardised in-therapy assessments.

7.1.3 The Contractor shall provide therapy across the AU, the EAU and as part of Core Therapy to each DTC Prisoner that includes:

- (a) DTC treatment components involving Small Groups and the Community as a whole;
- (b) group work and, as appropriate, individual work on agreed sentence plan requirements; and
- (c) access to external and internal sentence planning based activity.

7.1.4 The Contractor will provide access to multiple modalities of Core Creative Psychotherapies for all DTC Prisoners. For DTC Prisoners on the AU and EAU, the Contractor shall provide the opportunity for such DTC Prisoners to be introduced to



CCPs and access at least one modality during their assessment on the AU and/or the EAU. For DTC Prisoners in Core Therapy, the Contractor shall provide CCPs in accordance with **paragraph 8.2 (Core Creative Psychotherapies)**.

7.1.5 The Contractor will provide access to a consultant forensic psychiatrist when required, who will liaise with the Clinical Therapy Management Team and provide appropriate assessment and ongoing support to DTC Prisoners who are taking medication to manage complex psychological conditions.

7.1.6 The Contractor shall provide to DTC Prisoners the opportunity to participate in the following activities:

for all DTC Prisoners in the AU, EAU and Core Therapy,

- (a) a minimum of one (1) support and agency visitors open days per Year per Community, which may include Prison Offender Managers, Community Offender Managers and representatives from other relevant establishments (e.g. Probation Services etc.); and

for DTC Prisoners in Core Therapy,

- (a) a minimum of two (2) family days per Year per Community;
- (b) family groups (where family members of the DTC Prisoners attend, where appropriate and clinically recommended, a special group in the interests of advancing relevant DTC Prisoner's therapy);
- (c) victim support and mediation schemes through carefully controlled procedures, subject to agreement of the victim in accordance with applicable Authority Policies.

7.2 **Community Meetings**

7.2.1 The Contractor shall ensure that each separate Community has its own Constitution, which is developed by the whole Community (including the relevant DTC Staff and DTC Prisoners) and is reviewed annually at a Community Meeting (or as more frequently required by the relevant Community).

7.2.2 The Contractor shall ensure that each Community holds Community Meetings in accordance with the requirements of the DTC Manual.



- 7.2.3 The Contractor shall ensure each Community has democratically elected DTC Prisoners who take up the roles of 'Chair' and 'Vice Chair'. The Contractor shall allow the 'Chair' and 'Vice Chair', under the guidance and oversight of DTC Staff, to:
- (a) have responsibility for managing the conduct and time boundaries for Community Meetings;
 - (b) liaise with DTC Staff on current issues and sharing appropriate Prison, DTC and Community based news; and
 - (c) provide notetaking for each Community Meeting.

The Contractor shall review and elect these roles in line with the DTC Manual.

- 7.2.4 The Contractor shall procure that a Community Meeting takes place at least twice a week (and shall organise the AU, EAU, Core Therapy and DTC Staff timetables to permit maximum attendance) with the objective of building a sense of community and collective responsibility.
- 7.2.5 The Contractor may call special or emergency Community Meetings when an issue affecting the Community is deemed to be serious enough that it cannot be managed within the usual DTC timetable, usually due to time boundaries.

7.3 **Small Groups**

- 7.3.1 The Contractor shall allocate each DTC Prisoner to a Small Group. Each Small Group will have two designated members of the DTC Staff as its facilitators and must meet three (3) Days per week.
- 7.3.2 The Contractor shall ensure the Small Groups focus on the DTC's change processes in accordance with the DTC Manual. Small Groups on the AU and EAU will focus on 'here and now' experiences and will avoid in-depth therapy which should only be accessed once on a DTC Wing (as further detailed in **paragraph 8.3.3 (Core Therapy Small Groups)**).
- 7.3.3 If membership of a Small Group drops below the minimum number, the Contractor will consider amalgamating Small Groups together where suitable.

7.4 **DTC timetable**



- 7.4.1 The Contractor will establish a timetable of activities for the AU, EAU and Core Therapy. The Contractor will deliver to all DTC Prisoners a full thirty-five (35) hour working week of activities according to their sentence plan which shall include therapeutic activities in accordance this with **Part 7 (Democratic Therapeutic Community) of Schedule 1 (Authority's Custodial Service Requirements)**, Purposeful Activity, Education Services, Prison Work within the DTC and any other activities as required by the Authority's Custodial Requirements.
- 7.4.2 The Contractor shall provide the therapeutic activities to DTC Prisoners, including Small Group meetings, Community Meetings and any other therapeutic activities in accordance with this with **Part 7 (Democratic Therapeutic Community) of Schedule 1 (Authority's Custodial Service Requirements)**. The Contractor must provide an opportunity for access to a range of activities including, but not limited to:
- (a) Prison Work;
 - (b) gym;
 - (c) the Education Services;
 - (d) CCP groups;
 - (e) time to undertake domestic chores; and
 - (f) mandatory exercise time in the open air in accordance with the Authority Polices.
- 7.4.3 The Contractor will develop and implement a timetable of delivery within the DTC which will deliver a programme of therapy and other activities to occur during a full working day (Monday to Friday). The Contractor's weekend timetable for the DTC will reflect the Main Prison weekend timetable.
- 7.4.4 The Contractor will ensure that Therapy Breaks are incorporated into the DTC timetable. As a minimum, the Therapy Breaks will include one (1) working week break in therapeutic delivery of Small Groups four (4) times a Year.
- 7.4.5 During Therapy Breaks, the Contractor will ensure that some elements of programme delivery remain to provide support and familiarity for DTC Prisoners, for example a weekly Community Meeting.



7.4.6 During Therapy Breaks the Contractor will provide semi-structured activities, including, but not limited to, sporting events, creative sessions and Community-based activities such as Community meals.

7.5 Incentives / earned privileges

7.5.1 As part of the Incentives Scheme and Prison Work performance management process implemented by the Contractor in accordance with **paragraph 4 (Performance Management and Incentivisation) of Part 3 (Prison Industries) of Schedule 1 (Authority's Custodial Service Requirements)**, the Contractor shall reflect the following principles in respect of its application within the DTC:

- (a) exclusion of a DTC Prisoner from their Community or withdrawal from Core Therapy will not be an option under the Incentives Scheme and/or Prison Work Performance management process; and
- (b) DTC Prisoners with specific needs or disabilities should have these taken into consideration.

7.5.2 The Contractor shall ensure that Incentives Scheme and Prison Work performance management process is implemented in the DTC in accordance with the DTC Manual and is reflected in the Constitution for each Community.

7.6 Group feedback

7.6.1 The Contractor shall procure that, following each Small Group meeting, all DTC Staff and DTC Prisoners on each DTC Wing will meet to share brief summaries of their Small Group meeting.

7.6.2 The Contractor will facilitate staff group meetings daily Monday to Friday for all DTC Staff in order to arrange and manage the therapeutic process and to receive support and take part in continuing professional development.

7.6.3 The Contractor will ensure that all DTC Prisoners spend their time individually reflecting on the content of the Small Group meetings or any other Community feedback meetings.

7.7 In-therapy testing of DTC Prisoners' learning

7.7.1 The Contractor will procure that the interpersonal behaviour of DTC Prisoners will be observed, explored, challenged, when necessary, and discussed within the



concentric treatment circles of the Small Groups, the Community Meetings and the group feedback process in accordance with **paragraph 7.6 (Group feedback)**.

7.7.2 The Contractor will ensure that no aspects of the lives of DTC Prisoners are excluded from this scrutiny and that this scrutiny is comprehensive by way of the presence of DTC Staff working relationally with DTC Prisoners.

7.8 **Services & accommodation**

7.8.1 The Contractor will provide in the DTC a visiting room in accordance with Authority's Custodial Requirements and ensure that all visits take place outside of therapy hours. The Contractor will only allow visits for DTC Prisoners to take place in the visitation area within the Main Prison or during therapy hours in exceptional or unplanned circumstances.

7.8.2 The Contractor will provide appropriate Prison Work within each of the Communities (such as cleaners, gardens, Community representative etc.) in accordance with **Part 3 (Prison Industries) of Schedule 1 (Authority's Custodial Service Requirements)**. The Contractor shall ensure that these roles are allocated following a democratic and transparent process in line with DTC principles and to support the needs of the DTC Prisoners.

7.8.3 The Contractor shall ensure that no DTC Prisoner is required to share a Prison Cell with any other DTC Prisoner (or Prisoner from the Main Prison).

7.8.4 The Contractor shall ensure that DTC Prisoners have equivalent access to the relevant facilities and services in the Main Prison compared to Prisoners in the Main Prison in accordance with the Authority's Custodial Requirements, including access to:

- (a) faith and pastoral care;
- (b) Healthcare Services;
- (c) Education Services (include access to the Prison Library);
- (d) retail facilities, as part of the Prisoner Retail Service; and
- (e) dedicated access to physical education areas of the Prison.



The Contractor should be considerate of the DTC timetable and use all reasonable endeavours to provide access to these facilities and services outside of therapy hours.

8. Core Therapy Programme

8.1 In addition to the therapeutic requirements for all DTC Prisoners in **paragraph 7 (Requirements for all DTC Prisoners)**, the Contractor shall provide Core Therapy to each DTC Prisoner that includes the requirements set out in the **paragraph 8 (Core Therapy Programme)**.

8.2 Core Creative Psychotherapies

8.2.1 The Contractor will provide the DTC Prisoners access to multiple modalities of Core Creative Psychotherapies (CCPs) delivered in groups and not as one to one activity. The CCPs will be integrated within the mainstream Core Therapy regime. The Contractor will not replace Small Group therapy with CCPs and the CCPs will work alongside the Small Group therapy by helping to develop, progress and inform the same 'themes'.

8.2.2 The Contractor will ensure that the DTC Staff providing CCPs are fully integrated with the other DTC Staff and have the opportunity to participate in staff meetings, reflective spaces and the Community Meetings. The Contractor shall include an account of progress made in CCPs within the DTC Prisoner's End of Therapy Report and any other assessment and reporting procedures for the DTC Prisoner.

8.2.3 The Contractor will ensure that all DTC Prisoners participate in a minimum of one (1) CCP during their time on the DTC, subject to the clinical need and assessment of the relevant DTC Prisoner preventing such participation.

8.2.4 The Contractor will ensure that CCP sessions are run on regular basis when DTC Prisoners can attend without interference from other domestic/prison activities.

8.3 Meetings and treatment structure

8.3.1 The Contractor will hold a meeting at the start of each day in each of the DTC Wings which will be attended by all DTC Prisoners resident on, and DTC Staff working in, that Community. Through this meeting, the Contractor will:

- (a) manage information sharing with the DTC Staff and DTC Prisoners;



- (b) provide notice of issues raised by DTC Prisoners (although these issues will not be discussed in detail at this particular meeting);
 - (c) discuss issues of particular interest to the relevant Community of a business and organisational nature;
 - (d) provide feedback relating to the business of previous meetings; and
 - (e) discuss matters of action for that day.
- 8.3.2 This meeting prefaces all activities on each working day and following this meeting the relevant Community will move to programmed activities.

8.3.3 Core Therapy Small Groups

- (a) In addition to the requirements for Small Groups for all DTC Prisoners in **paragraph 7 (Requirements for all DTC Prisoners)**, the Contractor shall procure that each Small Group meeting for DTC Prisoners in Core Therapy considers the following:
 - (i) trauma and acute childhood experiences;
 - (ii) developmental problems;
 - (iii) offending behaviours;
 - (iv) inter-personal needs and problems of social and community adjustment; and
 - (v) future plans of the individuals involved.

8.3.4 Further Services

- (a) The Contractor will provide access to further services as dictated by the needs of the individual DTC Prisoner, for example, substance misuse support.
- (b) Where it is identified that access to further services is required, the Contractor will ensure that such services are integrated into the Core Therapy for that DTC Prisoner. The Contractor will require the DTC Prisoner to feedback the purpose and experiences of the further services into the individual DTC Prisoner's Small Group and large groups.



- (c) The Contractor's clinical teams must assess if further services undertaken alongside Core Therapy will be safe and appropriate for that individual while they are in therapy and liaise with both the DTC Prisoner and relevant DTC Staff as part of that process.

8.3.5 Individual Work

- (a) The Contractor will provide individual psychotherapy work to a DTC Prisoner if deemed necessary and appropriate by the DTC Staff and Clinical Director.
- (b) The Contractor will ensure that the individual psychotherapy work is focused on specific, definitive issues which are amenable to specific therapeutic interventions and will have definitive aim and definitive end.
- (c) The Contractor will integrate individual psychotherapy work the wider DTC and ensure that the DTC Prisoner provides feedback to the Community.
- (d) The Contractor must ensure that Informal Time forms part of the living learning experience for DTC Prisoners and the Contractor will deliver a range of activities as part of Informal Time that include but is not limited to:
 - (i) inter-Community activities;
 - (ii) special Community Meetings;
 - (iii) DTC-specific role meetings;
 - (iv) various committee meetings needed by the Community to organise its activities and interests;
 - (v) team sports meetings and events;
 - (vi) DTC environmental projects; and
 - (vii) self-help groups.

- 8.3.6 Subject to prior approval by the Authority, the Contractor shall ensure that the maximum period a DTC Prisoner will remain on the DTC is three (3) Years. If the Contractor believes there are specific and clinically justifiable reasons why a DTC



Prisoner should remain on the DTC for a longer period, and this is recommended in the DTC Prisoner's ITP, the Contractor may request approval from the Authority on a case-by-case basis. The Contractor shall procure that the Clinical Lead submits an 'Extension over 36 Months Form' to the Authority for approval.

8.4 **Resettlement Group**

- 8.4.1 The Contractor will provide access to a Resettlement Group for DTC Prisoners approaching completion of their Core Therapy (as identified in their penultimate Therapy Review Board).
- 8.4.2 The Contractor will ensure that the Resettlement Group develops the DTC Prisoner's knowledge and skills that may be helpful in considering individual resettlement needs and supports the resettlement requirements set out in **paragraph 11 (Throughcare)**.

9. **Therapy Review Boards and completion of Core Therapy**

9.1 **Regular Therapy Review Boards**

- 9.1.1 The Contractor shall review the progress of each DTC Prisoner against their therapy targets as set out in their ITP as a minimum every six (6) Months (or as set out in the DTC Manual) in a Therapy Review Board.
- 9.1.2 The Contractor shall ensure that all Therapy Review Board (both during and at the end of a DTC Prisoner's Core Therapy) include input from the DTC Prisoner, their Small Group members, members of the Multidisciplinary Team, Contractor's Staff involved in Prison Work and the Education Services (where relevant), Core Creative Psychotherapy DTC Staff (where relevant) and the Prison Offender Manager. The Contractor shall keep records of each Therapy Review Board on the required assessment paperwork in accordance with the DTC Manual.
- 9.1.3 As part of each Therapy Review Board undertaken during a DTC Prisoner's Core Therapy, the Contractor will update the DTC Prisoner's ITP (including any new therapy targets for the next six (6) Months (or as set out in the DTC Manual)) and consider the DTC Prisoner's readiness for completion of Core Therapy.
- 9.1.4 In cases where DTC Prisoners are recategorized to Category C or D during Core Therapy, unless it is clinically and operationally agreed that the relevant DTC Prisoner must remain on the DTC until completion of Core Therapy, the Contractor shall ensure a clinically safe and appropriate ending to their Core Therapy and plan



a suitable progressive move, appropriate to the new security category. For the purposes of this Contract, the DTC Prisoner will be treated as if they have withdrawn from Core Therapy and the provisions in **paragraph 10.1 (DTC Prisoners withdrawing from the DTC)** shall apply. The Contractor shall allow DTC Prisoners to choose to defer their parole process to ensure Core Therapy has been completed.

9.2 End of Therapy Review Board

- 9.2.1 The Parties agree that a DTC Prisoner will have completed Core Therapy when the DTC Prisoner's therapy targets (as set out in their ITP) have been assessed as complete in a Therapy Review Board and confirmed by the Clinical Lead for the relevant DTC Wing at the End of Therapy Review Board.
- 9.2.2 The Contractor shall ensure that:
- (a) each DTC Prisoner has completed a minimum of eighteen (18) Months Core Therapy before being eligible for an End of Therapy Review Board (for the avoidance of doubt, the eighteen (18) Month period shall not include any time the DTC Prisoner spent on the AU or EAU);
 - (b) each DTC Prisoner has a planned end to their therapeutic process in Core Therapy through their regular Therapy Review Boards;
 - (c) the approximate date of the End of Therapy Review Board is identified at the DTC Prisoner's penultimate Therapy Review Board; and
 - (d) all other requirements for the completion of Core Therapy or the End of Therapy Review Board, as specified in the DTC Manual, have been met.
- 9.2.3 The Contractor shall, prior to the End of Therapy Review Board, review and consider appropriate progressive moves within the public and private prison estate for the DTC Prisoner in preparation for their completion of Core Therapy.
- 9.2.4 The Contractor shall procure that the DTC Prisoner is reallocated and removed from the DTC to an appropriate and progressive establishment for the DTC Prisoner, within 42 Days from the date of the End of Therapy Review Board.
- 9.2.5 The Contractor shall notify the Authority, via the 'HMPPS Population Management Unit', that a transfer is required for a DTC Prisoner that has completed Core Therapy and provide any information as requested by the Authority.



- 9.2.6 The Contractor shall ensure that any DTC Prisoner who has completed Core Therapy, and is waiting to be transferred, must continue to be 'in therapy' during the 42 Day period by attending at least two (2) Community Meetings per week.
- 9.2.7 If at any point during the 42 Day period, the DTC Prisoner refuses to remain 'in therapy' (subject to a tolerance of three (3) missed Community Meetings in total) that DTC Prisoner will no longer be classified as being 'in therapy' for the purposes of the relevant Contract Delivery Indicators for the DTC.
- 9.2.8 If the DTC Prisoner remains on the DTC after the 42 Day period, that DTC Prisoner will no longer be classified as being 'in therapy' for the purposes of the relevant Contract Delivery Indicators for the DTC.

10. Withdrawal and Deselection from the DTC

10.1 DTC Prisoners withdrawing from the DTC

- 10.1.1 The Contractor shall allow a DTC Prisoner to withdraw from the DTC at any time by submitting a notice of intention to withdraw from Core Therapy, or assessment on the AU or EAU (as applicable), to the clinical team for the relevant DTC Prisoner's DTC Wing, the AU or the EAU (as applicable).
- 10.1.2 The Contractor shall agree a clear end date for Core Therapy, or assessment on the AU or EAU (as applicable), with the DTC Prisoner, being the date when the DTC Prisoner will cease to engage with components of the Core Therapy, or assessment on the AU or EAU (as applicable).
- 10.1.3 For a DTC Prisoner on the AU or EAU, in accordance with the requirements of PSO 2400, the Contractor shall procure that the DTC Prisoner is returned to their sending establishment (or another more appropriate progressive move) if they withdraw within the first six (6) Months of their arrival on the DTC.
- 10.1.4 For a DTC Prisoner in Core Therapy, the end date will typically be three (3) Months after the notice of intention to withdraw but will be determined by the Contractor on a case-by-case basis in accordance with the DTC Manual.
- 10.1.5 The Contractor shall ensure that a Therapy Review Board is held on the date the DTC Prisoner ends Core Therapy to confirm the withdrawal period is complete. Following the Therapy Review Board, the Contractor shall ensure the Clinical Director or Deputy Clinical Director signs the withdrawal notices.



- 10.1.6 The Contractor shall procure that the DTC Prisoner is reallocated and removed from the DTC to an appropriate and progressive establishment for the DTC Prisoner, within 42 Days from:
- (a) for a DTC Prisoner in Core Therapy, the date of the Therapy Review Board confirming the withdrawal period is complete; or
 - (b) for a DTC Prisoner on the AU or EAU, the date the DTC Prisoner submitted their notice to withdraw from assessment in accordance with **paragraph 10.1.1 (DTC Prisoners withdrawing from the DTC)**.
- 10.1.7 The Contractor shall notify the Authority, via the 'HMPPS Population Management Unit', that a transfer is required for a DTC Prisoner that has withdrawn from Core Therapy, or assessment on the AU or EAU (as applicable), and provide any information as requested by the Authority.
- 10.1.8 The Contractor shall ensure that any DTC Prisoner who has withdrawn from Core Therapy, or assessment on the AU or EAU (as applicable), and is waiting to be transferred, must continue to be 'in therapy' or 'in assessment' by attending at least two (2) Community Meetings per week.
- 10.1.9 At any point during the 42 Day period, the DTC Prisoner refuses to remain 'in therapy' or 'in assessment' (subject to a tolerance of three (3) missed Community Meetings in total) that DTC Prisoner will no longer be classified as being 'in therapy' or 'in assessment' for the purposes of the relevant Contract Delivery Indicators for the DTC.
- 10.1.10 If the DTC Prisoner remains on the DTC after the 42 Day period, that DTC Prisoner will no longer be classified as being 'in therapy' or 'in assessment' for the purposes of the relevant Contract Delivery Indicators for the DTC.

10.2 DTC Prisoners deselection from the DTC

- 10.2.1 The Contractor may deselect a DTC Prisoner from Core Therapy, or assessment on the AU or EAU (as applicable), in accordance with the process set out in the DTC Manual and for the reasons specified in the DTC Manual.
- 10.2.2 The Contractor shall complete the deselection paperwork in accordance with the DTC Manual on the day of deselection of the DTC Prisoner and shall be signed off by the Clinical Director or the Deputy Clinical Director.



- 10.2.3 The Contractor shall procure that the DTC Prisoner is reallocated and removed from the DTC, to an appropriate and progressive establishment for the DTC Prisoner, as soon as possible, and in any event within 42 Days of sign off by the Clinical Director or the Deputy Clinical Director.
- 10.2.4 In accordance with the requirements of PSO 2400, the Contractor shall procure that the DTC Prisoner is returned to their sending establishment (or another more appropriate progressive move) if they are deselected within the first six (6) Months of their arrival on the DTC.
- 10.2.5 The Contractor shall notify the Authority, via the 'HMPPS Population Management Unit', that a transfer is required for a DTC Prisoner that has been deselected from Core Therapy and provide any information as requested by the Authority.
- 10.2.6 Following deselection in accordance with **paragraphs 10.2.1 and 10.2.2 (DTC Prisoners deselection from Core Therapy)**, the DTC Prisoner will no longer be classified as being 'in therapy' or 'in assessment' for the purposes of the relevant Contract Delivery Indicators for the DTC.

11. Transfer from the DTC without completing Core Therapy

- 11.1 Where a DTC Prisoner leaves the DTC without having completed their Core Therapy, the Contractor shall follow the same procedure as set out in **paragraph 10.1 (DTC Prisoners withdrawing from the DTC)** for arranging the DTC Prisoner's transfer from the DTC.
- 11.2 In respect of such DTC Prisoners who leave the DTC without having completed their Core Therapy, for whatever reason, the Contractor shall provide an analysis of the 'unmet needs' of that DTC Prisoner in accordance with the DTC Manual. The Contractor shall endeavour to prepare this analysis prior to the DTC Prisoner's discharge from the DTC and share this with the establishment receiving in advance of the DTC Prisoner's transfer. If that is not possible, the Contractor shall prepare and share the analysis as part of the End of Core Therapy Report.
- 11.3 In accordance with **paragraph 10.1.6 (DTC Prisoners withdrawing from the DTC)**, the Contractor shall procure appropriate progressive moves for DTC Prisoners leaving the DTC without having completed their Core Therapy. Together with the identification of 'unmet needs', the Contractor will provide the DTC Prisoner's new establishment an outline post transfer treatment plan and identify potential placements after release.
- 11.4 The Contractor shall allow applications to return to the DTC from ex-DTC Prisoners after a minimum of six (6) Months after the relevant DTC Prisoner has left the DTC. The Contractor



may use the clinical judgement of the Clinical Director, or Deputy Clinical Director, to allow a DTC Prisoner to return after a shorter time if this is clinically appropriate. The Contractor shall use the clinical judgement of the Multidisciplinary Team to determine the period of assessment, on the AU or the EAU, for a returning DTC Prisoner.

12. Throughcare

- 12.1 The Contractor will provide throughcare in the DTC in accordance with the DTC Manual and will manage this through the sentence planning process, with support and input from all DTC Staff. The Contractor will involve the DTC Prisoner's family, or significant other, in the DTC Prisoner's sentence plan where appropriate.
- 12.2 In respect of DTC Prisoners in Core Therapy, the Contractor must consider the timing of individual Therapy Review Board alongside any sentence planning or OASys assessment review process and whether a joint board may be appropriate.
- 12.3 The Contractor will prepare an End of Therapy Report for each DTC Prisoner in accordance with the requirements and timescales set out in the DTC Manual.
- 12.4 The Contractor will share the End of Therapy Report with relevant stakeholders in accordance with the DTC Manual, including their Prison Offender Manager and/or Community Offender Manager and the establishment that has, or will, receive the DTC Prisoner.
- 12.5 The Contractor shall:
- 12.5.1 consider whether a DTC Prisoner should be referred to an OPD Pathway progression unit, such as a 'Psychologically Informed Planned Environment', following completion of Core Therapy on a DTC; and
 - 12.5.2 discuss alternate treatment pathways with those DTC Prisoners that have withdrawn or been deselected from the DTC (including from the AU or EAU) and support the DTC Prisoners transition in line with the OPD Pathway model.
- 12.6 The Contractor shall ensure that, throughout their time in therapy, DTC Prisoners are supported to identify resettlement plans and these plans are reviewed regularly with their Key Worker and at their Therapy Review Boards where appropriate. The resettlement plan must consider any further therapeutic requirements, post-completion support needs and if a continuation of OPD Pathway intervention is required.
- 12.7 The Contract shall ensure that all DTC Prisoners have the same access as Prisoners on the Main Prison to their POM and COM to discuss sentence planning matters.



- 12.8 The Contractor shall ensure that DTC Prisoners have access to a Resettlement Group in accordance with **paragraph 8.4 (Resettlement Group)** at the point which they need to begin preparation for next steps. The Resettlement Group will provide relevant training, advice and information based on assessed need in accordance with the DTC Manual.
- 12.9 The Contractor will provide the opportunity for the DTC Prisoner's family to be involved in the details of pre-release preparation, where appropriate.
- 12.10 The Contractors will ensure that the DTC Staff work with POMs and COMs in the OMiC process to allow DTC Prisoners the most appropriate access to external support facilities, such as approved premises and outreach services and needs-specific support (where appropriate).
- 12.11 The Contractor must supply to prisons about to receive, or who have received, a former DTC Prisoner, copies of their Information and Referral Package and full information on the DTC Prisoner as soon as that DTC Prisoner's transfer is confirmed. The Contractor must ensure that the DTC Prisoner is able to contact the new prison at the earliest opportunity.
- 12.12 The Contractor shall encourage and enable DTC Prisoners to contact relevant staff, organisations or agencies that can offer ongoing support throughout and after leaving therapy. The Contractor shall ensure that the Resettlement Group facilitates this process in relation to each DTC Prisoner's resettlement needs after leaving the DTC and after release from prison.
- 12.13 The Contractor shall facilitate contact between DTC Prisoners who are leaving the DTC and their next stage prisons, or community equivalent. The Contractor shall share with these establishments sufficient information to ensure there is a reasonable understanding of the processes the DTC Prisoner has gone through on the DTC, and what support might be required to maintain progress and properly manage relapse prevention.
- 12.14 The Contractor shall also facilitate contact between DTC Prisoners that have left the DTC and their Community. As a minimum, the Contractor shall ensure that all DTC Prisoners receive a letter from their Community within twenty-eight (28) Days of leaving the DTC. The letter content may vary depending on the reason for leaving the DTC but should be supportive and encouraging in tone. The Contractor shall share any written responses from the DTC Prisoner with the Community to demonstrate positive endings and foster a culture of hope and optimism post-therapy.

13. Staffing, staff training and support

- 13.1 As a minimum, the Contractor will provide the following DTC Staff:



Table 1.

[Redacted under FOIA section 43, Commercial interests]

- 13.2 The Contractor shall provide a Clinical Lead and a clinical and operational DTC Staff team for the AU and EAU. The Contractor may share clinical resources between the AU and the EAU where it is clinically safe and justifiable to do so.
- 13.3 The Contractor shall procure that the Clinical Director, in conjunction with the Operational Lead (where relevant):
- 13.3.1 reports to the Director on all aspects of the operation and management of the DTC;
 - 13.3.2 is responsible for ensuring the security, good order and discipline of the DTC as well as being responsible for the delivery of the Core Therapy;
 - 13.3.3 is responsible for delivery of the requirements of the DTC to all DTC Prisoners;
 - 13.3.4 provides the Director and Controller a full monthly report on all aspects of the DTC's management including therapeutic progress, regime programmes and management; and
 - 13.3.5 represents the DTC at wider democratic therapeutic community and OPD Pathway meetings and events as required.
- 13.4 The Contractor shall ensure that all DTC Staff receive the accredited training model outlined within the DTC Manual for 'Democratic Therapeutic Community Accreditation Training (TCAT)', which consists of three (3) separate modules (TCAT 1, 2 and 3) together with any additional modules that may be added to the DTC Manual.
- 13.5 The Contractor shall provide TCAT training in accordance with the timescales and processes set out in the DTC Manual.
- 13.6 The Contractor shall provide TCAT 1 to DTC Staff within the first six (6) Months of the member of DTC Staff working on the DTC as part of the initial supervised induction period and competency assessment. The Contractor shall not allow a member of the DTC Staff to facilitate a Small Group on their own until they have completed TCAT 1 and been assessed as competent by their supervisor. The Contractor shall ensure that new DTC Staff co-facilitate Small Groups for their first six (6) Months working on the DTC, or longer if deemed necessary by the Clinical Lead.



- 13.7 The Contractor shall ensure that the DTC Staff have a minimum of six (6) Months gap between completing each TCAT module and that all TCAT modules have been completed in accordance with the timescales set out in the DTC Manual.
- 13.8 The Contractor must provide suitable trainers to facilitate training in accordance with the DTC Manual.
- 13.9 The Contractor shall ensure that any updates to training for the DTC Staff that are included in the DTC Manual are incorporated into its DTC Staff training programme. The Authority will assess the Contractor's compliance with the DTC Manual in accordance with the audit process in **paragraph 16 (Quality Assurance)**.
- 13.10 The Contractor will ensure that all DTC Staff demonstrate a commitment to continuous professional development (CPD) and each member of DTC Staff undertakes at least one (1) approved training activity relevant to their role and experience in the DTC per Year. However the Contractor will offer DTC Staff additional specialist training as well as a minimum of five (5) CPD activities each Year covering a variety of topics in accordance with the DTC Manual and best-practice standards. The Contractor will evidence this CPD in their annual appraisal and training record.
- 13.11 The Contractor shall facilitate the release of DTC Staff to participate in quality assurance visits (managed by the Community of Communities) to other prison and non-prison DTCs. This will equate to two (2) DTC Staff per Community (including the AU and EAU) per Year, for a maximum of two (2) Days per DTC Staff member.
- 13.12 The Contractor shall ensure that the DTC is represented at the appropriate seniority level at the following events:
- 13.12.1 National DTC Workforce Development Events and Forums;
 - 13.12.2 The Consortium of Therapeutic Communities (TCTC) Annual Conference;
 - 13.12.3 Community of Communities Annual Forum;
 - 13.12.4 DTC Clinical Leads external meetings; and
 - 13.12.5 Wider OPD Pathway Forums (as appropriate).
- 13.13 The Contractor shall recruit all Custodial Staff (including DTC Staff) for the Prison as a whole. The recruitment and selection of DTC Staff by the Contractor will ensure such staff



have relevant experience and aptitude for the therapeutic setting. The Contractor will ensure that systems are in place for DTC Prisoners to be involved in the DTC Staff selection process.

13.14 The Contractor shall ensure that all Contractor's Staff, Healthcare Provider staff and any other relevant stakeholders are provided with a basic knowledge of how the DTC operates and, regardless of their role, receive as a minimum the following DTC awareness training during their induction period:

13.14.1 an introduction to the theory underpinning the DTC and a description of what the DTC aims to do;

13.14.2 an introduction to the management structures which support the DTC and the decision-making in the DTC; and

13.14.3 an introduction to areas of potential conflict between the Main Prison and the DTC, and how this may be resolved.

13.15 In addition to the above, the Contractor shall ensure that DTC Staff and members of the Multidisciplinary Team receive more detailed awareness training during their induction period including:

13.15.1 the role of Core Creative Psychotherapies, supportive activities, Education Services and Prison Work within the DTC;

13.15.2 security within the DTC;

13.15.3 guidance on combining custodial role and therapeutic role, an introduction to Multidisciplinary Team working and the core day and structures within the DTC; and

13.15.4 managing diversity and equalities within the DTC.

14. Supervision requirements

14.1 The Contractor shall ensure that all DTC Staff are supervised and that supervision is facilitated within each Community by the Clinical Lead or a suitably qualified clinical DTC Staff member of an appropriate banding (i.e. senior to the supervisee).

14.2 The Contractor shall ensure that supervision takes place in accordance with the DTC Manual and that a supervision log and detailed case notes are kept for all supervision sessions.



- 14.3 In addition, the Contractor will provide separate staff reflection spaces such as team dynamics or group supervision to review the actions and interventions of DTC Staff. These staff reflection spaces will be part of the DTC timetable and the Contractor shall ensure they not be impacted by staff cross deployment to the Main Prison.
- 14.4 The Contractor shall deliver individual clinical supervision to DTC Staff in accordance with the DTC Manual. The Contractor shall ensure that the required members of DTC Staff receive a minimum of forty-five (45) minutes individual supervision per Month.
- 14.5 The Contractor shall ensure the Clinical Leads receive at least one session of individual supervision per Month with the Clinical Director (or an external alternative supervisor) and at least four (4) group supervisions or group sensitivity meetings per Month.
- 14.6 The Contractor shall ensure there is a minimum of one (1) staff meeting per week and case conferences / assessments take place as required, with both being provided in accordance with the DTC Manual.
- 14.7 The Contractor shall ensure that staff sensitivity meetings are provided for at least one (1) hour per week, as per the DTC Manual, for each Community, including the AU and EAU. The Contractor shall provide a facilitator for these meetings, who is not part of the applicable DTC Staff group, to avoid a conflict of interest.
- 14.8 The Contractor shall ensure that DTC Staff are given the opportunity to meet for an extended period of time, e.g. an away day, where the whole DTC Staff group in a particular Community are able discuss the broader and long-term dynamics of the Community and the DTC Staff team. The Contractor shall provide a minimum of two (2) away days per Community per Year.

15. Working in Partnership

- 15.1 The Contractor shall work in conjunction with other stakeholders relevant to the delivery and development of the DTC to ensure that the DTC develops is in line with wider democratic therapeutic community related policies and evidence. The Contractor recognises that the DTC is aligned with the OPD Pathway.
- 15.2 The Contractor shall ensure that each Community has access to a variety of other Contractor's Staff who contribute to the overall milieu, including Core Creative Psychotherapists, educational tutors, physical education instructors and chaplains, mental health teams, specialists within the prison and OMiC staff.



15.3 The Contractor shall ensure that the Multidisciplinary Team provides a multi-dimensional treatment model and ensures appropriate assessment and management of personality disorder and psychopathy. The Contractor shall deploy DTC Staff on the DTC that are actively involved in and committed to therapy and focus on ensuring that necessary roles and responsibilities are fulfilled.

15.4 The Contractor shall ensure that necessary records are kept in accordance with the DTC Manual.

15.5 The Contractor shall collect and share necessary data in accordance with the DTC Manual and any other requirements of the Authority.

16. Quality Assurance

16.1 The Contractor shall ensure that the DTC is affiliated to, and a member of, the Consortium of Therapeutic Communities (TCTC) and the Royal College of Psychiatrists quality assurance body, the Community of Communities (C of C).

16.2 The Contractor will release DTC Staff to participate in quality assurance visits, managed by the C of C, to other prison and non-prison democratic therapeutic communities. This will equate to two (2) DTC Staff per Community (including the AU and EAU) per Year, for a maximum of two (2) Days per DTC Staff member.

16.3 The Contractor shall allow the Authority, or any third-party auditor, to audit the Contractor's performance of the Services within the DTC as part of a quality assurance standards-based audit process in accordance with the DTC Manual. The result of the audit process shall be reported to CSAAP.

16.4 The Contractor will participate in the audit process on an alternating annual basis. During the first Contract Year the Contractor will receive a lighter touch peer review audit and in the second Contract Year the Contractor will receive a full audit. The requirements for both audits are set out in the DTC Manual and the level of audit will continue to alternate each Contract Year throughout the Contract Period. When the Contractor receives a full audit, this will only apply to the DTC Wings, as the AU and the EAU will receive a peer review level audit every Contract Year. If the Contractor fails a full audit, the Contractor will receive a second full audit the following Contract Year in accordance with the DTC Manual.

16.5 Following completion of an audit, the Authority will provide the Contractor with a report including any areas of improvement for the DTC. The Contractor shall agree an action plan



to address these areas of improvement with the C of C in accordance with the DTC Manual and will implement any required actions in accordance with the action plan.

- 16.6 The Contractor will ensure that each DTC Wing, the AU and the EAU participate in this audit process, including completing a self-review, preparing evidence, ensuring DTC Prisoner involvement, hosting peer and audit review team visits, responding to action plans and generally liaising with C of C representatives.

17. DTC Governance

- 17.1 The Contractor shall ensure that a DTC Advisory Panel meets once a quarter as per their agreed terms of reference to review the clinical and operational safety of the DTC and provide a consultancy role in relation to the delivery of the Services within the DTC.

- 17.2 The Contractor shall ensure that the following individuals attend the DTC Advisory Panel meetings as a minimum quorate:

17.2.1 the Clinical Director;

17.2.2 the Director, their deputy or an appropriate representative;

17.2.3 a representative of the Psychologist DTC Staff group;

17.2.4 an external (i.e. not employed by the Contractor) democratic therapeutic communities specialist; and

17.2.5 a member of the DTC Staff to provide administrative support,

with the following individuals as optional attendees:

17.2.6 the Deputy Clinical Director;

17.2.7 the Clinical Leads (or their representatives); and

17.2.8 the Operational Lead.

- 17.3 The Authority shall ensure that the following individuals attend the DTC Advisory Panel meetings as a minimum quorate:

17.3.1 OPD DTC Policy Lead;

17.3.2 the Controller or an appropriate representative; and



- 17.3.3 an external (not employed by the Authority) democratic therapeutic communities specialist (who shall act as the chair for the DTC Advisory Panel meetings).
- 17.4 The Contractor shall ensure a report by the Clinical Director is made available to the DTC Advisory Panel members 7 Days in advance of each meeting based on the preceding quarter including the following information:
- 17.4.1 a demographic report and breakdown for the DTC, including:
- (a) the number of referrals received, accepted and rejected by the DTC in the preceding quarter;
 - (b) the current ethnic breakdown of DTC Prisoners and DTC Staff;
 - (c) the number of DTC Prisoners who completed Core Therapy in the preceding quarter;
 - (d) the current DTC Staff vacancies and recruitment;
 - (e) the number of Small Group meetings, Community Meetings and any other therapy groups planned and cancelled in the preceding quarter; and
 - (f) the number of DTC Staff spaces planned and cancelled in the preceding quarter; and
- 17.4.2 the Clinical Leads' reflections and theming of current issues affecting each Community including the AU and EAU.
- 17.5 The Contractor shall ensure that a minimum of two (2) DTC Advisory Panel meetings per Year are held in person with opportunities for wider DTC Staff to attend as appropriate.
- 18. Managing the custodial role in the DTC**
- 18.1 The Contractor shall ensure that the DTC Staff work with the security teams within the Contractor's Staff for the Prison and that the security team assist DTC Staff in identifying sub-cultures.
- 18.2 The Contractor shall ensure that the DTC complies with wider Prison security requirements, as set out in the Local Security Strategy, such as accommodation and fabric checks and searching.



- 18.3 The Contractor shall provide DTC Staff who perform the normal duties of a Prison Custody Officer, as well as fulfilling their therapeutic role within the DTC. Where very serious incidents occur, the Contractor shall follow the required processes for incident management and reporting in accordance with the Authority's Custodial Requirements.