



Contract for the Delivery of Youth Detention Accommodation

SCHEDULE 3: INITIAL AVAILABILITY REQUIREMENTS

VERSION CONTROL

VERSION	DATE	COMMENTS
V1.0	01/10/2015	EXECUTION VERSION



Contract for the Delivery of Youth Detention Accommodation

INITIAL OPERATING PROCEDURES TO BE SUBMITTED TO AND APPROVED BY THE AUTHORITY PRIOR TO THE SERVICES COMMENCEMENT DATE TO MEET THE INITIAL AVAILABILITY REQUIREMENTS

Initial Operating Procedures for all of the information below must be provided in the timescales shown. However the Contractor may choose the format and structure of the information to be provided; there is no need to provide a single operating procedure for each of the headings listed below, provided that the totality of the Initial Operating Procedures submitted covers the totality of the areas detailed below.

Information required (as detailed in Part 1 of Schedule 1 (Authority's Requirements (Custodial Service Specification)))	Date to be submitted to the Authority
Statement of purpose and communications policy	Two (2) months prior to Services Commencement Date
Arrival in custody including induction/information for Young People, information sharing, risk assessment and management and initial assessment	Two (2) months prior to Services Commencement Date
Case management including assessment and resettlement	Two (2) months prior to Services Commencement Date
Activities and Interventions including needs assessment, delivery plan, policies on assessment of effectiveness and effective practice	Two (2) months prior to Services Commencement Date
Outside contacts phones, letters, any other communications technologies, visits, professional and legal advisors and contact with community	Two (2) months prior to Services Commencement Date
Promoting positive behaviour	Two (2) months prior to Services Commencement Date
Restraint	Two (2) months prior to Services Commencement Date
Removal from Association (RFA)	Two (2) months prior to Services Commencement Date
Rewards and sanctions including property and finances and reparation	Two (2) months prior to Services Commencement Date
Incident Contingency including incidents such as a death in custody, concerted indiscipline, barricades	Two (2) months prior to Services Commencement Date
Safeguarding young people including child protection, suicide, assault, anti-bullying and Self Harm. Policy to be approved by LSCB	Two (2) months prior to Services Commencement Date

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<p>Wellbeing of Young People in custody</p> <p>including equality and diversity, complaints and appeals, participation and religious observance</p>	<p>Two (2) months prior to Services Commencement Date</p>
<p>CCTV</p>	<p>Two (2) months prior to Services Commencement Date</p>
<p>Release</p> <p>including release planning, permanent release, hospital visits, Temporary Release and escorts</p>	<p>Two (2) months prior to Services Commencement Date</p>
<p>Security and safety</p> <p>including serious incidents, adherence to the YJB Protocol on Serious and Significant Incidents, public protection, security intelligence, health and safety, searches</p>	<p>Two (2) months prior to Services Commencement Date</p>
<p>Workforce</p> <p>including recruitment, supervision, training, discipline, whistle blowing and Operations Manual</p>	<p>Two (2) months prior to Services Commencement Date</p>
<p>Accommodation and facilities</p> <p>including Asset condition verification, Asset forward maintenance and Asset forward replacement</p>	<p>Thirty (30) days prior to Services Commencement Date</p>
<p>Specialist units</p> <p>including the Mother and Baby Unit and any other specialist units proposed by the Contractor</p>	<p>Two (2) months prior to Services Commencement Date</p>
<p>Leadership and management</p> <p>including quality assurance, performance management and reporting</p>	<p>Two (2) months prior to Services Commencement Date</p>
<p>ICT</p> <p>including testing and development strategy, information security, information sharing policy and protocols with other relevant organisations, RMADS (Risk Management and Accreditation Documentation Set), business continuity plan, disaster recovery plan and use of ICT by Young People (including, where relevant, internet and mobile technology).</p>	<p>Two (2) months prior to Services Commencement Date</p>
<p>Data protection</p> <p>including document retention and information sharing policy and protocols with other relevant organisations and archive and storage</p>	<p>Two (2) months prior to Services Commencement Date</p>
<p>Education</p> <p>including timetables, curriculum, qualifications offered</p>	<p>Two (2) months prior to Services Commencement Date</p>



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OTHER INFORMATION TO BE SUBMITTED TO AND APPROVED BY THE AUTHORITY PRIOR TO THE SERVICES COMMENCEMENT DATE TO MEET THE INITIAL AVAILABILITY REQUIREMENTS

The Contractor must submit all of the information below must be provided in the timescales shown.

Information required (as detailed in Part 1 of Schedule 1 (Authority's Requirements (Custodial Service Specification)))	Date to be submitted to the Authority
Contractor's Key Staff as specified in Schedule 21 (Contractor's Key Staff)	Three (3) months prior to Services Commencement Date
Protocol with the Healthcare Provider including health promotion, medicine security and control	Two (2) months prior to Services Commencement Date
Protocols with third party providers including Advocacy Service provider, STC Escort Services Provider	Two (2) months prior to Services Commencement Date
Protocols with the LSCB and the emergency services including, use of handcuffs, police liaison (e.g. in the case of drug finds)	Two (2) months prior to Services Commencement Date
Protocols with any other organisations specified in the bid	Two (2) months prior to Services Commencement Date
Registration with Ofsted or other agencies required e.g. for the Mother and Baby Unit	Two (2) months prior to Services Commencement Date
All sub-contracts e.g. food delivery plan	Two (2) months prior to Services Commencement Date
TUPE plan	Two (2) months prior to Services Commencement Date

The Authority shall have issued the approval certificates below in the timescales shown.

Approval Certificate	Date to be Issued by the Authority
ICSDP Approval Certificate	In accordance with clause 16.3 (Approval of Initial Custodial Service Delivery Plan) , within twenty (20) Business Days following receipt of the Initial Custodial Service Delivery Plan



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<p>Operating Procedure Approval Certificate</p>	<p>In accordance with clause 18.2 (Initial Availability Requirements and Operating Procedures), within twenty (20) Business Days following receipt of the Initial Operating Procedures</p>
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