**Specification**

**HMMPS Prisoners, Family and Significant Other Services**

**HMP Leeds**

**NATIONAL MINIMUM STANDARD**

**Conduct Visits**

**Visits Room Refreshments**

HMP Leeds Requirements for Refreshments

* Hot and cold food and drinks provision is required during all visit sessions, the items provided should be based on local needs, cultural and dietary requirements.
* A service providing ‘goodie bags’ for visitors to purchase for the prisoner they are visiting is required. We require the service provider to supply, pack and distribute these within the visit facility.
* To be run by provider 19 sessions per week at 19 hours weekly.

**Visits Play**

HMP Leeds Requirements for Visits Play

* Play worker support is needed during all visit sessions on weekends and through school holidays. 8 x sessions weekly on weekends, Adhoc school hols.
* Additional play worker support will be required for family days on Friday AM sessions.

**Services for Visitors**

**Visits Meet and Greet**

HMP Leeds Requirements for Visits Meet and Greet

* The service provider will be required to provide a meet and greet facility for visitors in the designated building outside the prison for all visit sessions. To be run by provider 19 sessions per week at 19 hours weekly
* Advising the prison visits staff of arrivals, so they can be admitted to the prison.
* Mon-Wed we will run 3 Sessions per day from 13.30-19.15.
* Friday we will run an AM family visit from 09.30-11.30 and PM 2 sessions from 13.30-17.00.
* Sat-Sun we will run 4 sessions daily from 09.00-16.30.
* This is when the providers will be required.
* PM sessions from 13.30, booking in and meet and greet.
* AM sessions on Friday (family visits) would be a 09.00 start for the provider.
* AM sessions at the weekend are an 08.30 start.

**Visits Enrichment Activity**

HMP Leeds Requirements for Visits Enrichment Activity

* Provision of homework clubs once a month.

**Family Visit Days**

HMP Leeds requirements for Family Visit Days

* Number of family days per year 12 1 x monthly, to include planning and delivery of AM session on Fridays monthly.

**Services for Prisoners without Contact with Family and Significant Others**

HMP Leeds Requirements for Prisoners without Contact for Family and Significant Others

* Provision of a sign posting service to prisoners, to increase external support networks.

**Family Engagement / Advice**

**Family Engagement and Advice**

HMP Leeds Requirements for Family Engagement and Advice

* Support the Reducing Reoffending unit to ensure that we are delivering the above under the correct requirements but to be delivered by establishment with support from provider not from provider alone.

**Support for Secure Video Calls**

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HMP Leeds Requirements for Secure Video Calls

* Not applicable.

**Optional Services**

None