**Specification**

**Prisoners, Family and Significant Other Services**

**HMP Sudbury**

**NATIONAL MINIMUM STANDARD**

**Conduct Visits**

**Visits Room Refreshments**

HMP Sudbury Requirements for Refreshments

* HMP Sudbury provide this service in the prison. No requirement for this in the prison.

**Visits Play**

HMP Sudbury

* Assistance on family day visits to help entertain the children during the visit. Children will be under 11 years old.
* We plan to hold 13 family visits per year.
* Entertainment and activities for family visits.
* Help support the theme for family visits, so there is a purpose to each family day.
* A play worker should be present for family day visits only during half term to supervise and entertain the children with their dads.

**Services for Visitors**

**Visits Meet and Greet**

HMP Sudbury Requirements for Visits Meet and Greet

* Visits run 2 – 3 and 3 – 4 PM sessions Wednesday, Thursday. On a Saturday and Sunday, AM visits are 9 – 10 and 10.30 – 11.30 and PM sessions are 13.45 – 14.45 and 15.15 – 16.15.
* Attend visits before and after to meet with families and offer appropriate support and signposting
* To provide a range of information on support services to families including other prison services provided by external agencies.
* Prisoner and family surveys to enable us to improve our services offered at Sudbury. Ensuring there is a complaints policy in place that is monitored. Ensuring prisoners receive a response and comments are used to improve the service
* Support for families who are worried about their prisoners in our care, especially new inductions and receptions
* Visitors receive understandable basic information on support services for families and signposting to specialist services
* Information is available from a variety of sources, written, electronic and visual for visitors and their families and friends of offenders to find out about visits procedures, booking system, financial assistance, transport provision and security matters related to their visits.

**Visits Enrichment Activity**

HMP Sudbury Requirements for Visits Enrichment Activity

* Sign posting of visitors to community links.
* 10 hours per month required.
* To provide a range of information on support services to the prisoner and their family both in the establishment and community.
* Engagement with local community – local authorities / troubled families initiative.
* To support prisoners who are unable to contact children and work with OMU, feeding into the IRMT meetings – once a month.

**Family Visit Days**

HMP Sudbury Requirements for Family Visit Days

* Whole day events for families and children to spend time together through extended time to do activities.
* One family visit per half term, weekly in longer holidays.
* Take part in the family visit and support prisoners and their families.
* Organise and run family visit events in the school holidays for school age children and explore the feasibility of separate family days for preschool children.

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

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

* To explore and provide support for prisoners who do not have any form of support or contact, by liaising with agencies in the community
* The provider should support the prison in helping prisoners to re-establish contact with family and friends.
* 10 hours per month required.

**Family Engagement / Advice**

**Family Engagement and Advice**

HMP Sudbury Requirements for Family Engagement and Advice

* Attend the monthly RRO meeting and engage in the RRO Strategy group
* Full time hours Monday to Friday 37 hours.
* To support the offender and facilitate engagement with their family through the offenders' journey including pre-release planning. Achieving engagement their identified criminogenic pathways with the aim of reducing reoffending and reducing the likelihood of intergenerational crime
* Engage in the Acct process and involve families support where applicable
* Engage with those under mental Health and involve family support where appropriate
* To develop and promote the children and families pathway, including writing an annual report from the yearly needs analysis
* Actively seek engagement and support of the family for the offender’s journey giving family members an opportunity to contribute to the prisoner's resettlement journey through their individual sentence plan.
* To provide a range of interventions, either one to one or group sessions to support offenders and their families successfully function both pre-release and post-release.
* To work with other stakeholders within the establishment.
* To work with both the family and offender to address any criminogenic issues that support a pro–criminal attitude.
* To work with both the family and offender to increase the likelihood of a successful release back into the family environment.

**Support for Secure Video Calls**

**Support for Secure Video Calls**

HMP Sudbury Requirements for Secure Video Calls

* Support for prisoners before and after video calls .15 hours per month.
* Weekend and weekday support.
* Supporting new receptions and families adapting to open conditions.
* Purple visits are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Saturday | 10:30 - 11:00  | - | - |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Saturday | 14:00 - 14:30  | - | - |  |
| Saturday | 19:00 - 19:30  | - | - |  |
| Saturday | 19:45 - 20:15  | - | - |  |
| Sunday | 10:30 - 11:00  | - | - |  |
| Sunday | 14:45 - 15:15  | - | - |  |
| Sunday | 19:00 - 19:30  | - | - |  |
| Sunday | 19:45 - 20:15  |  |  |  |

**Optional Services**

* To work with staff and offer staff training to enable staff to support prisoners better.