

## **SUMMARY OF RESPONSIBILITIES**

## **APPENDIX 1**

### **1 PROCURATOR FISCAL**

- 1.1 To include the victim's age on the complaint or indictment in all relevant Schedule 1 offences (2.1).

### **2 SHERIFF CLERK**

- 2.1 Following a Schedule 1 conviction - to mark the warrant of committal in all cases which result in a remand or custodial sentence (2.1).
- 2.2 To forward any additional information to the receiving prison within five working days, marked for the attention of the prison social work unit (2.1).
- 2.3 To provide clarification on the nature of possible Schedule 1 offences which were not highlighted at the time of admission, if requested to do so by governors. (2.3).

### **3 PRISON GOVERNOR**

- 3.1 To notify the prison social work unit within two working days of the admission of any person convicted of a Schedule 1 offence, including those remanded for reports (3.1: 4.1).
- 3.2 To ensure that relevant information is passed to the prison social work unit (4.1).
- 3.3 To ensure that visiting arrangements for individual prisoners take account of any restrictions which relate to contact with children and that appropriate records are kept (3.4: 3.6).
- 3.4 To advise prison social work units, or the appropriate out of hours service, immediately if a Schedule 1 offender is released on bail (3.9: 3.10).
- 3.5 To take account of the ongoing work with Schedule 1 prisoners when planning the transfer of prisoners (4.6).
- 3.6 To ensure that prison staff keep the prison social work unit up to date about the conduct and progress of Schedule 1 prisoners (4.14).

- 3.7 To alert the prison social work unit to the admission of a prisoner who has previously served a prison sentence for a Schedule 1 offence (4.16).
- 3.8 In the case of Schedule 1 prisoners who are to be released conditionally, to notify the prison social work unit, wherever possible, at least four months in advance of the first possible release date (5.3).
- 3.9 To take account of information held by prison social work units when making decisions about permitting unsupervised access to the community by Schedule 1 prisoners (5.11).
- 3.10 To ensure that work with Schedule 1 offenders is a part of the establishment's strategic plan (4.12).

#### **4 LOCAL AUTHORITY CRIMINAL JUSTICE - PRISON SOCIAL WORK UNIT**

- 4.1 To make contact and offer assistance to convicted remand prisoners and to unconvicted remand prisoners who have been referred for child protection reasons (3.8).
- 4.2 To pass on to the appropriate prison manager any information on restrictions which apply to a prisoner's contact with children (3.3).
- 4.3 Where remand prisoners are bailed, to make immediate contact with the local authority to which he/she is returning (3.9: 3.10).
- 4.4 To interview convicted prisoners within five working days of admission and ensure that the prisoner understands the implications of being a Schedule 1 offender and is aware of any statutory supervision requirements (4.2: 4.3).
- 4.5 To complete an initial risk assessment on convicted prisoners as soon as possible after admission (4.4).
- 4.6 In the case of a prison transfer, to ensure that all relevant information is passed to the receiving establishment (4.6).
- 4.7 To develop an action plan for work with convicted Schedule 1 offenders and review this (4.9).
- 4.8 To undertake an initial risk assessment when advised that a prisoner who is serving a sentence for an unrelated offence has a previous prison sentence for a Schedule 1 offence, (4.17).
- 4.9 To ensure that reports to the Parole Board address any identified risk to children (5.5).
- 4.10 To notify relevant local authorities of the impending release of a Schedule 1 prisoner (5.8: 5.12: 5.13).
- 4.11 To provide Governors with information on the risk posed by a Schedule 1 offender when unsupervised access to the community is being considered (5.1).
- 4.12 To provide assistance to Schedule 1 offenders to prepare for release (5.14).
- 4.13 To inform the relevant local authorities of any change in circumstances relating to Schedule 1 prisoners (5.15 - 5.17).
- 4.14 To notify the Reporter of the risks of a Schedule 1 prisoner (5.18).

**5 CHIEF SOCIAL WORK OFFICER/COMMUNITY BASED SOCIAL WORKERS**

- 5.1 To inform prison social work units if they think that a prisoner held for an unrelated offence poses a risk to children (1.14).
- 5.2 To pass on information to the prison social work unit of restrictions relating to a prisoner's contact with children (3.2).
- 5.3 To provide details of any risk assessments that have been carried out (3.3).
- 5.4 To ensure that reports provided to the Parole Board address the level of risk to children (5.4).
- 5.5 On receipt of notification that a Schedule 1 offender is to be released, to investigate whether any child or children will be put at risk and develop an action plan to help to reduce identified risks (5.19).
- 5.6 To ensure that the prison social work unit is kept up to date about any developments relating to children subject to child protection procedures (6.7)
- 5.7 To attend a pre-release meeting when a Schedule 1 prisoner is to be released on statutory supervision (6.10).