



Ministry of JUSTICE

National Offender
Management Service

Mother & Baby Units		
This instruction applies to :-		Reference :
Prisons		PSI 54/2011
Issue date	Effective Date	Expiry Date
26 September 2011	1 October 2011	1 October 2015
Issued on the authority of	NOMS Agency Board	
For action by	Prisons	
For information	Deputy Directors of Custody	
Contact	Barbara Treen, Head of NOMS Women's Team	
Associated documents	Mother & Baby Unit Specification PSO 4800 Women Prisoners Ofsted Standards	
Replaces the following document which is now cancelled: PSO 4801 The Management of Mother and Baby Units.		
Audit/monitoring :		
Those responsible for contract management will monitor compliance with the mandatory actions set out in this PSI.		

CONTENTS

Section	Subject	Applies to
Section 1	Executive Summary	All prison staff
Section 2 Section 3 Section 4 Section 5 Section 6 Service Element	Specification Outputs: <ul style="list-style-type: none"> • Admissions • Management of a Mother and Baby Unit • Management and Welfare of Women Prisoners • Management and Welfare of Children • Separation • Mother and Baby Units 	All prison staff particularly Mother & Baby Unit staff
Annex A	Application Form (Mother and Baby Unit)	
Annex B	Dossier	
Annex C	Letters communicating the decision of the Admission Board	
Annex D	Child Care Plan	
Annex E	New & Expectant Mothers at Work - Health and Safety Policy	
Annex F	Health & Safety Policy/guidance for prisoners	
Annex G	Risk assessment	
Annex H	Role Descriptions	

[NOMS directory of service specifications](#)

SECTION 1

Executive Summary

Strategic Context

- 1.1 To reflect society's normal assumption that the best place for a young child is with his or her parent, the English and Welsh prison service has allowed mothers to care for their babies in prison. To allow this to happen, a Mother and Baby Unit is designated living accommodation within a women's or mixed gender prison, which enables mothers, where appropriate, to have their children with them whilst in prison. Currently there are seven units across the prison estate.
- 1.2 The Prison Rules, The Children's Act 2004 and International Conventions provide the legal foundations and principles for the operation of MBUs. The two international conventions are:
- The United Nations Convention on the Rights of the Child 1989, Article 3, para1. This states:

"in all actions concerning children whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be the primary consideration"
 - The European Convention on Human Rights 1950, Article 8. This provides the right to family life.
- 1.3 The implementation and regulation of the processes for MBUs is governed by other legislation. All legislation is referenced in this PSI.
- 1.4 MBUs cater for mothers with babies up to either 9 or 18 months. Timescales are a guideline only and separations should be influenced by the best interests of the child concerned. Mothers may be remands or sentenced prisoners and may be British or Foreign Nationals. A mother is only admitted to an MBU following an admission board chaired by an Independent Chair who is a certified Social Worker. The decision to admit a mother and her child takes into account:
- a) Whether it is in the best interests of their child
 - b) The necessity to maintain good order and discipline within the MBU
 - c) The health and safety of other babies and mothers within the unit

There is an appeals process in place.

Women and their babies may be admitted into the unit as an emergency admission. This decision is taken by the Governor or Director without a full board for unpredictable cases in circumstances where it is thought desirable for the baby to be with the mother while the application is being processed. When making the decision to admit a mother in an emergency, the Governor or Director must assess all risks and involve Social Services. Mothers and their children may stay within a MBU up to 18 months where it is in the best interests of the child and children in the unit. There should be some flexibility in these arrangements if the mother is due for release within a few weeks of the child reaching the age limit. Additionally where it is shown that it is in the best interest of the child, he or she may exceptionally be allowed to stay on for a further period but for a majority of cases the child is expected to leave the Unit by the age of 18 months or earlier if it is in the child's

best interest. A separation plan must be agreed by the multidisciplinary team as soon as the mother enters the unit. The mother must be involved in this process.

Emergency separations may need to take place. Where circumstances are so critical that this must be carried out before a separation board can be convened, this decision may be taken by the Governor or Director. The separation will be treated as temporary and a separation board will be convened as soon as possible to review the case.

All MBUs are currently staffed by suitably trained nursery nurses, normally in combination with suitably selected and trained prison officer grade staff. In some prisons the staffing is contracted out to VCS providers and the prison only provides management oversight.

Mothers should be able to fully participate in the regime of the prison including, where appropriate, addressing their offending behaviour.

- 1.5 This PSI contains guidance on the care and management of pregnant prisoners, both on a residential unit and on a Mother and Baby Unit. It covers the role of Mother and Baby Units, the Application process, Separations and Managing Mother and Baby Units.
- 1.6 Together with guidance under each output, this PSI provides additional instructions and guidance set out in the specification.

Desired Outcome/Definition of Service

- 1.7 A service of high quality care for babies and young children of prisoners is provided. Mothers are enabled and encouraged to have their children with them in prison during the important period of bonding and arrangements are in place to assess and admit suitable candidates. The unit provides a comfortable, safe and stimulating environment suitable to the ages and stages of development of children, and is consistent with the standards provided in the community. The best interests of children on the unit are the paramount consideration in all matters and the service works for the best prospect of a successful resettlement of the mother and child in the community. Where mothers and children are to be separated, the process is effectively planned and sensitively handled.

Key outcomes for the Service

- There is a calm and friendly place within the prison which provides a safe, secure, decent environment for babies and young children to live with their mothers
- The unit safeguards the child's welfare, allows the mother and child relationship to develop normally and promotes healthy child development
- The best interests of the child are always paramount
- Mothers retain parental responsibility for their child
- Mothers living in the unit continue to take part in the regime of the prison, including activities aimed at addressing their offending behaviour
- Children have access to a similar level of services and support to that which is available in the community
- Positive staff/prisoner engagement is in place

Mandatory Actions

- 1.8 *Establishments must ensure that the care and management of pregnant prisoners and those prisoners resident on Mother and Baby Units is undertaken in accordance with this PSI. Mandatory actions are in italics.*

1.09 *Governing Governors and Directors of contracted prisons and Mother and Baby Unit Managers must ensure that all their relevant staff are aware of the procedures and any changes to them.*

Resource Impact

1.10 This PSI does not introduce any new requirements so the financial impact should be minimal. Commissioners and Governors will recognise that whilst not mandated there may be potential savings in some establishments through adherence to the efficient operating models for this service.

Contacts

1.11 For further information about this PSI please see contacts list on front cover.

Digby Griffith
Director of National Operational Services

Specification Outputs

OUTPUT - SECTION 2 ADMISSIONS

2.1 Prisoners and Staff are aware of policies relating to Mother and Baby Units including the application procedures for admissions and appeals

- 2.1.1 *Governors/Directors must ensure that women who are pregnant or have a child below the age of eighteen months have the opportunity to apply for a place on a Mother and Baby Unit. Women must be provided with the booklet "All about Mother and Baby Units". This information must be available on each residential unit, in the prison library and in reception, first night centres and induction units.*
- 2.1.2 *Governors/Directors of all Women's prisons must appoint a named MBU Liaison Officer or Deputy who will be responsible for assisting the woman to complete the application form correctly;(Annex A) compiling a relevant dossier (Annex B) and; forwarding the dossier to the appropriate establishment Unit for consideration.*
- 2.1.3 *All eligible women who wish to apply for a place for their child on a prison Mother and Baby Unit must be referred to the nominated Mother and Baby Liaison Officer, or in their absence, their Deputy, no later than seven days from the date of request. The Liaison Officer must advise the applicant on which is the most appropriate Unit and ensure the applicant fully understands that her application is for a place on any Mother and Baby Unit. The woman must only apply for the unit of her choice; she must not make a separate application to any other unit. **A decision by one MBU to allow or refuse admission is binding on all MBU's.** Where a mother is applying to have more than one child with her, for example, she may be pregnant but also have a child of below the age of 18 months in the community, the application for each child should be considered separately.*
- 2.1.4 *Wherever possible all applications should be made not less than three months before the expected date of delivery. A dossier must be compiled by the Liaison Officer of the establishment where the applicant is resident and it should contain at least the following information;*
- *Social Services Report*
 - *Security Report*
 - *Relevant Medical Reports*
 - *Personal Officer Report*
 - *Probation Report*
- 2.1.5 *The applicant must give permission in writing before disclosure of any Medical Reports. If the applicant refuses to have medical information disclosed, the refusal should be recorded, with the reasons, if known.
In normal circumstances admission should not be granted without a meaningful report from the appropriate Social Services area(s)*
- 2.1.6 *The Liaison Officer or Deputy must ensure that the application form is filled in correctly and forwarded immediately with the dossier of information listed above to the appropriate establishment. All applications must be considered by an Admissions Board unless withdrawn by the applicant herself or her authorised representative.*
- 2.1.7 *The Chair of the Admissions Board must communicate the recommendation to the Governor/Director of the prison with the MBU within 24 hours of the conclusion of the Board. It is the responsibility of the Governor/Director at that prison to reach the final decision and inform the applicant within 2 working days of the Board unless there are*

exceptional circumstances. Where the applicant is located at another establishment the admission decision must be forwarded by email or fax to the Governor/Director of this holding prison, who must ensure that the prisoner is given the written response and reply within two working days of the Board's decision, unless there are exceptional circumstances.

- 2.1.8 *A prisoner has the right to appeal a decision not to allocate a place on an MBU. She should use the Prisoner Complaints system ([PSO 2510](#)) in the first instance. All appeals should be addressed to;*

Matthew Armer
Head of Briefing
Young People and Women's Team
NOMS
3rd Floor
Clive House
70 Petty France
London SW1H 9EX

Tel. No. 0300 047 5336

- 2.1.9 If a place on a Mother and Baby Unit is conditionally refused, the applicant should endeavour to address those issues raised within the laid down timescale. On completion of this period, the prisoner may submit a fresh application.

2.2 Decisions taken about the welfare of the mother and child are defensible, based on evidence and are properly recorded and administered.

- 2.2.1 The best interest of the child is the primary consideration, but, in the prison context, not the only one. For example, good order and discipline on the Unit may have to take precedence over the interests of an individual child where his/her mother's conduct is such that it presents a risk of serious disorder and/or harm to other children and/or their mothers on the Unit. A Board's consideration should involve a rigorous and balanced evaluation of all available information, particularly the evidence submitted in the mother's dossier, the details of her application, and the verbal or written evidence she provides.
- 2.2.2 If the proposed living arrangements for the child outside the prison are more favourable to his/her development than the environment of a Mother and Baby Unit within a prison, then the Admissions Board will wish to consider whether it is really in the child's best interest to be admitted, especially if the length of the mother's sentence precludes her from leaving prison with the baby.
- 2.2.3 The purpose of an Admissions Board is to make a recommendation to the Governor/Director of a prison with an MBU on whether a child and mother should be admitted to a Prison Service Mother and Baby Unit.

An ordinary Admission Board (not an emergency one) must be multi-disciplinary and should include as a minimum;

- *Independent Chair*
- *Manager with Line Management responsibility for MBU*
- *MBU Manager*
- *Applicant, plus friend or Personal Officer if desired*
- *Social Services representative and/or*
- *Probation Officer*

2.2.4 *Where the mother (applicant) cannot attend in person, a video link should be used wherever possible. If video link facilities are to be used, the mother must give her consent in writing to being present via video link before the Board sits. If it is not possible to use the video link facility, the reasons must be recorded in the minutes of the Board meeting.*

2.2.5 *Where it is not possible for the applicant to attend, for example, because of a medical condition or being located in an establishment without a video link facility, the mother must be invited to make a full written submission to the Board. She must be assisted to do so by the Mother and Baby Liaison Officer of the prison from which she is applying.*

Before an Admission Board agrees admission it must be satisfied that the following criteria are met;

- It is in the best interest of the child/children to be placed in a Mother and Baby Unit
- The applicant is able to demonstrate behaviours and attitudes which are not detrimental to the safety and well being of other residents.
- The applicant has provided a urine sample which tests negative for illicit substances
- The applicant is willing to refrain from substance misuse.
- The applicant is prepared to sign a standard compact, which may be tailored to her identified individual needs.
- The applicant's ability and eligibility to care for her child is not impaired by poor health, or for legal reasons such as the child being in care or on the Child Protection Register as a result of the applicant's treatment of that child, or other children being in care.

2.2.6 *A woman offender on a prescribed Methadone or Buprenorphine (subutex) withdrawal or maintenance programme must not be excluded from a place on a Unit solely for that reason.*

2.2.6 *The Board's deliberations must be accurately recorded.*

2.2.7 *The Chair of the Board must ensure that the relevant information in the reports or from attendees is made known to the Board and accurately recorded.*

2.2.8 *Where there is a need for discussion in the absence of the offender this must be explained and the reason for it recorded.*

2.2.9 *The Chair of the Board must clearly record the reasons for arriving at the decision and whether or not the decision was unanimous.*

2.2.10 *The recommendation, together with copies of the reports submitted to the Board and any additional notes sent by the Chair, must go to the Governor/Director of the MBU Prison for a decision on admittance/non admittance to be made.*

If a second application from a woman who has had a conditional refusal is turned down or an initial application from a prisoner has been absolutely refused, then the following procedure must be followed;

- *If the prisoner applying for a place was not present at the Admission Board or not a participant in the Admissions Board via video link, she may request that a Board be reconvened in her presence.*
- *If the prisoner was present at the Admission Board, or a participant in it by video link, she has the right to appeal through the request and complaints procedure to the Head of Women's Team.*
- *No impediment should be placed in the way of a prisoner who wishes to express her grievance outside the system, for example, by taking legal advice.*

2.2.11 *Where known, the length of sentence to be served by the mother must be taken into account in the admission process.* In the majority of cases the length of sentence actually served in prison will allow the mother and child to leave the prison together, but long sentences may not permit that to happen because all children are expected to leave at around the age of 18 months which may be before the mother's time in prison has been completed.

2.2.12 Despite a long sentence it may be considered to be in the child's best interest to allow admission for a short period. Such issues as allowing the mother to form some relationship with the child for the future; allowing breast feeding (expressing may be an alternative); and giving time for alternative care arrangements to be made, may be relevant. The decision is for the Admission Board to make as part of its recommendation to the Governor/Director

In reaching its decision, the Board should be aware that there are several types of admission and refusal and should choose the appropriate one for the case.

- **Temporary Admission**
- **Emergency Temporary Admission**
- **Full Admission**
- **Conditional Refusal**
- **Full Refusal**

Temporary Admission

This is granted when a woman is considered suitable for an MBU but is on remand, waiting trial or is convicted but un-sentenced. It should be explained to the woman that she is being temporarily admitted and that she will be re-boarded for full admission when her sentence is known. A clear record that she has been informed must be made.

When her sentence is known the Board will reconvene to make a final decision on the case. The implications of her sentence will be considered. It may be that she can continue to reside on the MBU until her release or separation plans may be required for her and her child particularly if the sentence is over 18 months. Where a period without a sentence turns out to be prolonged, staff should discuss the case with the Independent Chair to determine whether the Board should be reconvened to assess the case again in light of the latest position.

Emergency Temporary Admission

Emergency Temporary Admission to a Mother and Baby Unit may be granted by the Governor/Director without a full board for unpredictable cases in circumstances where it is thought desirable for the baby to be with the mother while her application is being processed. *Those involved in such a decision must take all possible measures to identify and assess any risks to the child/mother and any other mothers and children on the unit. Social Services must be informed immediately so that they can provide the prison with advice on dealing with the case.*

Examples of cases when emergency temporary admission may be necessary are;

- Where the baby is in the care of the local authority as a result of the mother being arrested at a port or airport, particularly if the mother is a British non-resident, and it appears that there is no immediate suitable living accommodation for the child in this country.
- Where the baby is in the unplanned care of others owing to the sudden detention of the mother in custody
- Where the pregnancy is in an advanced state and the baby is due imminently.

In all such cases a full emergency Board must be convened as quickly as possible. Every effort must be made to ensure that all necessary people can attend with the required information. As much information as practicable must be collected within the few days available; some input from the appropriate Social Services Authority is essential. This may be in the form of a telephone conversation noted in writing by the member of staff from the prison but must be followed up by a written report from the relevant Social Service by email or fax. If the woman is not known to Social Services, a risk assessment must be completed by the Board based on the woman's current and previous offences.

Full Admission

This is granted when the mother is sentenced, all the necessary documentation is available to the Admissions Board members and the Board is satisfied that it is the best interest of the child to be admitted and there are no identified risks to others on the Unit. Any special conditions of admission must be added to the compact.

Conditional Refusal

A conditional refusal is offered when the Board would be prepared to recommend full admission if the applicant/mother could successfully address certain identified issues. *Where an applicant has been given a conditional refusal, the reasons must be clearly explained to her and accurately recorded. A realistic time frame must be set to allow her to address any issues identified by the Board. Staff must provide appropriate support and assistance to the applicant. A further application may be made at the end of the period.*

Refusal

The applicant should be refused a place on a Mother and Baby Unit if her case fails to meet any of the admission criteria.

2.3 The decisions of Admission Boards are communicated to relevant stakeholders

- 2.3.1 *The Board's Chair must clearly record the reasons for arriving at a recommendation and whether or not the decision was unanimous.*
- 2.3.2 *The recommendation, together with copies of the reports submitted to the Board and any additional notes sent by the Board Chair, must go to the Governor/Director of the MBU prison for a decision on admittance/non admittance to be made.*
- 2.3.3 *The Chair of the Board must communicate the recommendation to the Governor/Director of the prison with the MBU within 24 hours of the conclusion of the Board. It is the responsibility of the Governor/Director at that prison to reach the final decision and to inform the applicant within 2 working days of the Board unless there are exceptional circumstances.*
- 2.3.4 *Where the applicant is located in another establishment the admissions decision must be forwarded by email or fax to the Governor/Director of the holding prison, who must ensure that the prisoner is given the written response and reply form within 2 working days of the Board's decision, unless there are exceptional circumstances.*
- 2.3.5 *The minutes of the Admission Board must be circulated to all attendees, including the applicant, within fourteen days of the meeting.*
- 2.3.6 *The applicant must sign to confirm that she has received the letter of recommendation. She will retain one dated copy and a second dated copy must be placed in the woman's*

application dossier. The result of the woman's application must also be recorded on P-Nomis.

- 2.3.7 The written replies giving the outcome of the Admissions Board should be in the form of the sample letters set out in Annex C.

OUTPUT - SECTION 3 MANAGEMENT OF A MOTHER & BABY UNIT

- 3.1 The Mother and Baby Unit provides a safe, suitable and decent environment that meets the needs of those who live there.
- 3.1.1 A Mother and Baby Unit is designated separate living accommodation within a Women's Prison, which enables mothers to have their children with them whilst in prison. It is a drug free unit where, in order to promote healthy child development, a calm and peaceful environment is required at all times. The Unit safeguards the child's welfare and allows the mother and child relationship to develop normally. As the child is being cared for in special circumstances it is classed as "in need" under Department of Health guidelines and continuous assessment of the child's position is part of the care provided. It is important to record that the "assessment" referred to is not the same as Social Services' formal process of assessment of a mother and child but is simply a regular review of the child's and mother's progress on the unit.
- 3.1.2 The units exist first and foremost for the benefit of the children who are not prisoners and have committed no offence. Their best interests are the primary concern in all matters. If it is to be considered to be in a child's best interest, he/she should be admitted to the Unit. In normal circumstances in the community the best interest of the child is seen as remaining with the mother. The Prison Service also starts from that position but, given the nature of the prison population, it is unrealistic to expect that it is in the best interests of all children to stay with their mother during sentence.
- 3.1.3 Mother and Baby Units should be calm places with a friendly and welcoming atmosphere, which encourages children to thrive.
- 3.1.4 *Babies and their mothers must not be locked in their rooms. When mothers on the units are required to remain in their rooms their doors must not be locked.*
- 3.1.5 Mother and Baby Units should be managed in a fair and open way. Mothers will have the same access to records and reports as other prisoners. All documents relating to their own babies will be made available and disclosed to the mother. *The mother must be fully involved in decisions regarding her child and herself.*
- 3.1.6 Full and up-to-date documentation on all aspects of the mother's and child's daily life on the unit should be kept. These should be free of inappropriate value judgements. *All incidents, particularly those which give cause for concern, must be fully documented, and substantiated by evidence.*
- 3.1.7 Because units are communities in which children are in critical formative years, a high standard of conduct is expected from mothers. Any behaviour that is prejudicial to the health or normal development of children, or disrupts the tranquillity of a Unit, may result in a mother's removal from the unit because of the risks she presents to others, including her own child. *However, it is important to bear in mind that separation and removal from the Unit is a very serious step and must be proportionate to the seriousness of the problem.*

- 3.1.8 While Mother and Baby Units are part of a prison and exist in the prison setting, it is essential for Units to have a child-focussed regime and environment. The Units exist primarily for the sake of the children and the adverse affects of living in prison should be alleviated wherever possible.
- 3.1.9 *The National Statement of purpose for Prison Service Mother and Baby Units must be clearly displayed on all Mother and Baby Units.*

STATEMENT OF PURPOSE FOR MOTHER AND BABY UNITS

This Mother and Baby Unit is here to provide a calm and friendly place within the prison for babies to live with their mothers. The best interests of the child and the children are the primary consideration in all matters.

Mothers retain parental responsibility for their child. The Unit provides the mothers with facilities to enable the mother and child relationship to develop and to safeguard and promote the child's welfare.

Mothers in the Unit are expected to take part in the general regime of the prison, particularly in dealing with their offending behaviour and educating themselves for resettlement on release. Childcare is provided so that mothers can take part in the regime.

The Unit depends on all mothers complying with the Compact they signed on admission. That includes showing proper consideration for each other and all the children.

- 3.1.10 As part of his/her responsibility for the safety and management of everyone in the prison, the Governor/Director has overall responsibility for the management of the Mother and Baby Unit. The Governor/Director may delegate management of the Mother and Baby Unit to a member of the Senior Management Team who will be responsible for managing the Unit in conjunction with a multi-disciplinary team.
- 3.1.11 *As a minimum, there must always be a member of staff on duty (officer or other grade, for example, nursery nurse or Operational Support Grade). There must be Health and Safety risk assessments in place, and staff must be trained in practical parental responsibility, child protection; and first aid and child/adult resuscitation.*
- 3.1.12 *It is recognised that at night and weekends it will not always be possible for all of the above skills to be provided by one individual. Governors/Directors must ensure, however, that the Duty Governor or Night Orderly Officer can identify how to make these skills available quickly should the need arise. Staffing levels and qualifications must also comply with public standards, in particular, those relating to crèches, sessional day care and full day care nurseries, whichever is applicable to the Mother and Baby Unit of the Prison.*
- 3.1.13 *Every prison which has a Mother and Baby Unit must have a Contingency Plan/Policy in place for Child Protection, First Aid and Resuscitation, which should include checklists and flow charts for managing such events.*
- 3.1.14 The requirement for discipline in MBUs is greater than normal. It is part of the ethos of the Units that they are quiet, orderly places with a calm atmosphere primarily for the benefit of the children. Mother's behaviour is taken into account in the admission process but difficulties can still arise.
- 3.1.15 It must be borne in mind that expulsion from the unit is a drastic option as it involves separation from a child who may well be more affected than the mother. *In consequence,*

disciplinary options other than expulsion must be fully considered first. If expulsion is considered to be the only option there must be clear evidence to demonstrate that the well-being of the child and/or other occupants of the Unit are being seriously threatened by the mother's conduct. If the case is approaching this point the National Mother and Baby Co-ordinator must be contacted urgently to assist with the proper resolution of the case.

- 3.1.16 *Governors/Directors must ensure that all accommodation where mothers and babies are resident is designated "illicit drug-free".*
- 3.1.17 *Mothers must agree to remain illicit drug free whilst on the unit and sign the standard compact to this effect. The standard compact can be found in the prisoner handbook "All about Mother and Baby Units"*
- 3.1.18 Mother and Baby Units should permit prescribed medication, including the treatment of substance misuse. A woman prisoner on a prescribed Methadone or Buprenorphine (Subutex) withdrawal or maintenance programme must not be denied a place on a unit simply because of that medication. Her continued residence on the unit will be subject to successful completion of the withdrawal regime, if this is her chosen option, followed by evidence of absence from illicit or non-prescribed drugs. Such women may also be prescribed Naltrexone as a relapse prevention intervention, and again this is permissible while resident on a Mother and Baby Unit.
- 3.1.19 A woman on an opiate substitute programme should be allowed a place on a Mother and Baby Unit unless there are other factors which preclude her admission. Methadone, Buprenorphine and Naltrexone may be prescribed indefinitely after release from prison. *These medications cannot be given in possession and must be taken (whilst in prison) under strictly supervised conditions. This also applies to any Benzodiazepine medication.* This will ensure the Unit itself remains drug free.
- 3.1.20 *Women who are detoxing during birth, must remain with their child from birth for a minimum of 72 hours, and possibly up to 5 days as directed by the hospital.*
- 3.1.21 *Governors/Directors must ensure that in addition to the standard drug testing procedures there is a procedure for voluntary urine testing for admission to a Mother and Baby Unit.*
- 3.1.22 As an exception to the usual disciplinary procedures, a positive result from a test to determine admission to a Mother and Baby Unit will not normally result in any disciplinary charge. It may, however, be followed at a later point by a mandatory drug test on suspicion. Staff must be made fully aware of this and ensure all applicants understand the situation.
- 3.1.23 Mother's resident on a Mother and Baby Unit who are found guilty at adjudication following a positive test will have their positions formally reviewed by a Separation Board for possible removal from the Unit. The proportionality of any decision should always be borne in mind.
- 3.1.24 The safety of children on a Mother and Baby Unit is paramount. *Any mother who is found guilty at an adjudication of the illegal possession of a controlled drug, items associated with drug taking or proven to be supplying drugs, must have their case reviewed by a Separations Board and runs the risk of losing her place on the Mother and Baby Unit. Regular prison sanctions may also apply.*
- 3.2 Childcare arrangements are in place to allow mothers to fully participate in the prison regime and address offending behaviour.

- 3.2.1 *Governors/Directors must ensure that there is a crèche or nursery facility organised and run by qualified Nursery Nurses to enable mothers to take part in agreed activities, including Offending Behaviour Programmes.*
- 3.2.2 *Governors/Directors must ensure that specialist staff hold the appropriate qualifications to do the work required.*
- 3.2.3 *All staff involved with the Mother and Baby Unit must have clear job descriptions and agreed objectives which identify their roles and responsibilities within the Unit. Accountability and line management must also be clear for each member of staff.*
- 3.2.4 *Governors/Directors must ensure that all legal obligations on Mother and Baby Units are met and that all staff with responsibility on the Units are trained and fully competent to meet their unusual duties*
- 3.2.5 *Establishments must take reasonable steps to ensure that Prisoners on Mother and Baby Units have access to the full range of regime opportunities available.*
- 3.2.6 *Each prison with a Mother and Baby Unit must annually register their nursery provision with OFSTED under the appropriate standard.*
- 3.2.7 After the birth of the baby the mother is entitled to be off work and classes for a period of six weeks. When medically fit, mothers are required to work and participate in Offending Behaviour Programmes.
- 3.2.8 To assist Governors/Directors in this specialist area, the Women's Team in co-operation with Training Services provides a course entitled "Management of Pregnant Women and Mothers with Babies in Prison"
This course is desirable for all staff working in a female establishment. Training should be completed prior to working on a Mother and Baby Unit. It is highly recommended that all staff working in female establishments undertake this training, and most specifically, those due to work on/already working on a MBU. The course covers key legislation and activities.

**OUTPUT - SECTION 4; MANAGEMENT AND WELFARE OF WOMEN PRISONERS
TO BE READ IN CONJUNCTION WITH RESIDENTIAL SERVICES SPECIFICATION AND PSO
4800 WOMEN PRISONERS**

- 4.1 Mothers (including expectant mothers) are supported and their daily needs are met.
- 4.1.1 All basic items, for example cots, are provided. Mother and Baby Units do have stocks of some articles but it is expected that mothers will provide their own personal equipment using their Child Benefit payment. Child Benefit should be used to purchase items that will be of benefit to the child/children. Where Child Benefit is not paid, e.g. in the case of foreign national prisoners, some financial assistance may be provided by the establishment. Some Unit items may be loaned to mothers for the duration of their stay.
- 4.1.2 Each Mother and Baby Unit will have its own local list published on the Unit but generally any article within reason and age appropriate should be allowed.
- 4.1.3 It is expected that food for babies will be purchased by the mother.
- 4.1.4 Food for mothers (including expectant mothers) will be provided by the Prison Catering Department.

- 4.1.5 U.K Citizens are entitled to claim Child Benefit. The entitlements are the same as those provided in the community. The money should be used to purchase items that will benefit the baby. Foreign National mothers will be assisted financially by the prison to purchase basic items that will benefit their babies.
- 4.1.6 *The Governor/Director must ensure that procedures are in place to ask women on reception or at the earliest opportunity whether they are pregnant or have children under the age of 18 months. They must be provided with the prisoners' information booklet "All About Mother and Baby Units"*
- 4.1.7 *Governors/Directors in all women's prisons must appoint a named MBU Liaison Officer, who will be responsible for assisting the woman to complete the application form; child care plan; ensuring all forms are correctly completed. The Mother and Baby Liaison Officer must have at least one Deputy to cover for absences.*
- 4.2 Decisions and actions recognise that Mothers retain parental responsibility for their children
- 4.2.1 Once on the Unit, the mother has parental responsibility for, and day-to-day care of the child, and she must continuously demonstrate by her conduct that she is a fit and appropriate person to remain there.
- 4.2.2 *Governors/Directors must ensure that every child who is resident in a Mother and Baby Unit has a Child Care Plan.*
- 4.2.3 The Child Care Plan will set out how the best interests of the child will be maintained and promoted during his/her stay with the mother in prison. *The Plan will include consideration of separation from the mother, as part of the child's planned development. The Plan must be drawn up as soon as possible, but at the latest within four weeks of admission.* The mother will participate fully in this process, along with the relevant professionals.

OUTPUT - SECTION 5: MANAGEMENT AND WELFARE OF CHILDREN

- 5.1 Babies and Children receive all appropriate care
- 5.1.1 *Governors/Directors must ensure that arrangements are in place for babies to have access to as full a range of health visiting services as those available in the community.*
- 5.1.2 *Governors/Directors must ensure that babies and children have access to a full range of paediatric health services and that mothers' and pregnant women's health care needs are met with reference to Prison Service Health Care Standards.*
- 5.1.3 *All Mother and Baby Units must have a written policy on Child Nutrition, including breastfeeding, based on Department of Health guidelines.*
- 5.1.5 *In recognition of the restrictions of living on a Unit, the Governor/Director must seek ways to provide the babies with a variety of different experiences.* These should include contact with other family members and the outside world. Recognition should also be given to the child's cultural identity wherever practicable. For example, by contact with appropriate outside organisations or groups for advice and guidance on a particular case, for access to facilities, where feasible, for an identified need. Agencies which may be involved could be Social Services, the Health Authority, Healthcare staff, General Practitioners, nurses, midwives, health visitors, paediatricians, allied health professionals, mental health services,

psychologists, educationalists, day care services, Sure Start housing and Probation Services.

- 5.1.6 *Governors/Directors must have systems in place which recognise the need for children to spend time in the community.*
- 5.1.7 Mothers should be encouraged to maintain family contacts for their babies, where appropriate. If there has been a Framework Assessment involving Social Services, then the contact should be particularly carefully structured and monitored with input from the Social Services and other appropriate professionals at every stage. This contact may be achieved through visits and stays by the baby with family members, irrespective of the mother's IEP status, but subject to approved assessment.
- 5.1.8 Women from BME backgrounds may have particular needs. A higher proportion of women from BME backgrounds will come from urban areas, and placement within a MBU may be at some distance from their home. Women from BME groups may face difficulties seeing children from whom they have been separated and in finding individuals who could assist in taking their child out of the prison on visits.
- 5.1.9 Foreign National women often have additional difficulty in trying to retain contact with family and other children abroad. Every possible support and advice in order to maintain family links should be offered to these women.
- 5.1.10 Babies are not prisoners, and when they are living in a Prison Mother and Baby Unit, it serves as their home. While the mother, in normal circumstances, retains parental responsibility for her child, the Governor/Director simultaneously has a duty of care for both the child and mother.
- 5.1.11 The Governor/Director has a responsibility for ensuring that children living on a Mother and Baby Unit are only handed to persons who are suitable and appropriate to care for the child, and in particular, do not present a risk of harm to that child.
- 5.1.12 *All persons who volunteer to take the child out of the prison, or whom the mother nominates as a suitable person to take her child out must be cleared by the prison as being fit to do so. This includes relatives.*
- 5.1.13 On admission to a Mother and Baby Unit, the mother is asked to nominate two individuals who she wishes to take care of her child should she be unable to do so, for any reason, or who she would like to take her child out for visits in the community. The mother records the names and addresses of her nominees on the appropriate application form. These names are then recorded on P-Nomis and her application form is forwarded to either the seconded probation staff or prison social worker (if one is available) to contact the relevant Social Services area to carry out the necessary checks. When clearance has been received, the nominated persons will be allowed to take the child outside the prison for visits determined and agreed between the mother, nominee and prison staff. If clearance is not granted to any of the nominated individuals, the mother should be advised and asked to nominate an alternative.
- 5.1.14 *Any concerns about the child or the nominee carer on leaving or returning to the prison must be recorded on P-Nomis, the baby's record and the health card record if applicable. If the baby has been used to smuggle contraband into the prison, the Governor/Director may wish to review external visiting arrangements for the child.*
- 5.1.15 *Nursery staff must keep individual records of each child's progress*
- 5.1.16 *A Care Plan must be completed for each child*

- 5.1.17 *Governors/Directors must ensure that every child who is resident in a Mother and Baby Unit has a Child Care Plan.*
- 5.1.18 *The Plan is part of an ongoing process, which should allow for proper child development. Where necessary, Social Services should be involved.*
- 5.2 All decisions and actions recognise that the best interests of the child are paramount
- 5.2.1 *The Child Care Plan will set out how the best interests of the child will be maintained and promoted during his/her stay with the mother in prison. The Plan will include consideration of separation from the mother, as part of the child's planned development. The Plan must be drawn up as soon as possible, but at the latest within four weeks of admission. The mother will participate fully in this process, along with the relevant professionals.*
- 5.2.2 *Reviews must be held regularly. The frequency of reviews will be determined by each individual case but must be at least every eight weeks. They may be held more often than this for women serving shorter sentences or if there are particular identified problems. The review team should include the mother, the Unit Manager, health care staff, and other relevant staff such as Nursery key workers or health visitors. Each review will consider the place on a Mother and Baby Unit, the Child Care Plan, the separation plan, an ongoing assessment of the child's development and his/her response to the Unit/Prison environment and any other relevant issues. The local Social Services should be involved in the review process as much as possible, as they are part of the continuous assessment and are the focal point of ongoing monitoring. Any concerns should be raised and resolved at these meetings to preclude later problems.*
- 5.3 Decisions taken about the welfare of the child are defensible and based on evidence
- 5.3.1 *Clear and accurate record keeping is essential and, in contentious cases, provides the only contemporary evidence of the action taken. The records also demonstrate the routine hard work that has been carried out by MBU staff which might otherwise be difficult to prove to those outside the Unit. Record keeping is a high priority.*
- 5.3.2 *P-Nomis case history sheets must be completed with any significant events. All entries must identify the name of the person making the entry.*
- 5.3.3 *A record of visits and letters must be kept. In particular, a record of the woman's temporary release and the dates her child is handed out; for what purposes and to whom, is essential.*
- 5.3.4 *Other records concerning work, education, probation and social services contact must also be kept by the appropriate personnel.*
- 5.3.5 *Health records must be maintained for each mother and baby by Health Care staff.*
- 5.3.6 *Nursery staff must keep individual records detailing each child's progress.*
- 5.3.7 *If Child Protection issues are raised, a separate monitoring log must be maintained.*
- 5.3.8 *A Care Plan must be completed for each child.*
- 5.3.9 *Minutes must be kept of reviews for each mother and baby.*
- 5.3.10 *In any case where admission to a Mother and Baby Unit is refused and an appeal or legal action is expected, the Unit Manager or Deputy must send copies of the Admission Board papers to the National Co-ordinator.*

- 5.3.11 *In any case where separation of mother and child becomes contested, which may or may not involve legal intervention, the Unit Manager must inform the National Co-ordinator promptly and forward copies of the relevant documents.*
- 5.4 The Unit ethos and the environment in which it operates support the development of the child
- 5.4.1 While Mother and Baby Units are part of a prison and exist in the prison setting, it is essential for Units to have a child focussed regime and environment. The Units exist primarily for the sake of the children and the adverse effects of living in prison should be alleviated wherever possible.
- 5.4.2 *Governors/Directors must ensure that there is a crèche or nursery facility organised and run by qualified Nursery Nurses.*
- 5.4.3 Governors/Directors should ensure that facilities, which comply with Health & Safety Regulations, are provided for mothers to prepare appropriate foods for their children.
- 5.4.5 *Mothers must have opportunities to develop parenting skills*
- 5.5 Children have access to services, facilities and support, similar to those in the community, and which assist their development needs
- 5.5.1 *In recognition of the restrictions of living on a unit, the Governor/Director must seek ways to provide the babies with a variety of different experiences.*
These should include contact with other family members and the outside world.
- 5.5.2 *Governors/Directors must have systems in place which recognise the need for children to spend time in the community.*

OUTPUT - SECTION 6; SEPARATION

- 6.1 There is a separation plan that is agreed, documented and communicated to relevant stakeholders.
- 6.1.1 *A Separation Plan, which is a condition of admission to a Mother and Baby Unit, must be agreed for each mother and child with the multi-disciplinary team as soon as the mother arrives on the Unit. A clear written record of this Plan must be held on file to be accessible in case of emergency. The mother must be involved in this process.*
- 6.1.2 *The mother must nominate two appropriate and responsible people to care for her child in case separation is required for any reason. If the first choice is unwilling, unable or unsuitable to care for her child the second carer should be contacted. The nominated person must be checked for suitability and preparedness to undertake the care of the child with the appropriate Social Services and a report from the appropriate Social Services must be sent to the prison in writing to confirm the outcome.*
- 6.1.3 *Under no circumstances must a child be given into the care of a person who is considered unsuitable by the Social Services or who has committed offences of violence or sexual offences against children. All nominated persons, including family members must be checked. If the prison has no evidence, then the judgement of Social Services should be relied upon. If no reply to enquiries is received from Social Services, then several letters should be sent and details recorded.*

- 6.1.4 If there are no suitable carers, a child who is separated will be cared for by Local Social Services.
- 6.1.5 *If a woman's domestic circumstances change, the Separation Plan must be revisited and amended as necessary.* Where Social Services are involved and they consider it appropriate, an in-depth core assessment of a child may be conducted. This follows the Government's guidelines – Framework for the Assessment of Children and their Families. It will be led by Social Services and involve all the relevant agencies and the child's parents and relevant family members. *Prison staff should contribute information to this process and can attend meetings as necessary, but they must not lead the assessment.*
- 6.2 Decisions taken about the separation process, including emergency separations are defensible, based on evidence and are properly recorded, administered and communicated to relevant stakeholders.
- 6.2.1 A child should leave a Unit when it is considered to be in his/her best interests. This may mean that the child will leave the unit at an earlier, rather than a later stage, so that he or she is not adversely affected by the prison setting. Ideally the process of separation should be voluntary, gradually staged wherever possible and conducted over a set period of time, known and clearly understood by all parties involved.
- 6.2.2 The desirable scenario is that the mother and child are admitted to a Mother and Baby Unit and both leave the Unit together when the mother is released from prison, the child having developed at the same rate as a child living in the community.
- 6.2.3 Expert advice taken by the Prison Service indicates that a child living in prison with his/her mother will become aware of his/her environment at a very early age, but can develop quite normally up until he/she is about 6 to 9 months of age. But the advice also tells us that the distress of the child at separation increases from 2 to 4 months onwards and that separation at the 18 month stage is when the maximum distress is caused. In addition the advice indicates that, if separation is going to be necessary then the ideal time to do so is under 6 months.
- 6.2.4 *Where separation is considered to be inevitable the position on it must be considered as part of the eight week review process.*
- 6.2.5 *In separations, as in all other issues concerning mothers and babies, the best interests of the child must be considered.* These may be outweighed exceptionally if the mother presents an unacceptable risk to other mothers and/or their children whilst living in the confines of a Prison Mother and Baby Unit and her presence would be detrimental to the majority. This would need to be clearly evidenced and documented.
- 6.2.6 *The National Mother and Baby Co-ordinator must be informed of any contentious separation as soon as it becomes apparent. A contentious separation is one where the mother disputes the intention to separate her from her child and challenges the proposal. This may or may not involve legal action.*
- 6.2.7 Accurate documentation is essential, particularly if a case is reviewed in the court setting. *Where the case is a sensitive and difficult one, an Independent Separations Board must be convened at the earliest opportunity and must be chaired by an Independent Chair with such members as required co-opted on to the Board.*
- 6.2.8 *Separation Boards must always be chaired by an Independent Chair.*

The purpose of an Independent Separation Board is to consider whether to remove a woman from a Mother and Baby Unit bearing in mind:

- The best interests of the child of the woman subject to review and whether those are compatible with the mother's wishes
- The best interests of the other mothers and babies on the Unit, if they are likely to be adversely affected by the continued presence of the mother on the Unit
- Whether or not transfer to another Mother and Baby Unit is a possible option to expulsion.

6.2.9 *If the conclusion is likely to prove controversial it must be referred to the Head of Women's Team before implementation.*

6.2.10 *The proceedings of the Board must be fully and accurately minuted.*

Membership of the Board should as a minimum be;

- Independent Chair
- Responsible Governor or MBU Manager
- Mother, plus a friend or personal officer if desired
- Social Services representative and/or Probation Officer

6.2.11 *If any matters need to be discussed in the absence of the mother a record must be made of the reason for absence.*

6.2.12 *The Board Chair will make the purpose of the Board clear and ensure that each member present understands their role, and, in particular, the Social Worker must be made aware that he/she is present to represent the child and his/her best interests. This should be recorded in detail at the beginning of the record of the meeting.*

The Agenda should cover:

- Case history of the mother prior to present sentence
- Reasons why the mother is being considered for removal from the unit
- Whether or not another Unit is a possible option, and if not, why not.
- What is in the best interests of the child, and what are the likely effects of separation from the mother on the child
- What the effect will be on the mothers and children on the Unit if the status quo is maintained
- What are the alternatives for the care of the child if separated from the mother?
- What, on balance, the Board is recommending as a decision. *If there is a divergence of opinion then this must be accurately and fully recorded, stating who has supported exclusion and who has not and the reasons given for the individual's opinion in each case*
- Any issues of race and culture need to be addressed.

6.2.13 *All statements must be supported by facts, and where applicable, by reliable witness statements.*

6.2.14 *The mother must be invited to state her position and be given the opportunity to answer any allegations made against her. She must be allowed to state any reasons why she believes she should be permitted to stay on the Unit and she must be aware of the reasons why removal is being considered. This must be fully documented.*

6.2.15 *If the conclusion of the case is to proceed with separation and this is being, or is likely to be contested, the dossier must be sent to the Head of Women's Team for a final decision. In addition, if the decision of a Separation Board is likely to prove controversial for any other reason, it too must be referred to the Head of Women's Team for a final decision.*

- 6.2.16 *In cases referred to the Head of the Women's Team, the mother will be informed of the decision in writing locally.*
- 6.2.17 *Once the final decision has been made to separate a mother and child, the separation must be carried out without unnecessary delay.*
- 6.2.18 *Governors/Directors must ensure that procedures are in place to provide support to a mother who has been separated from her child.*
- 6.2.19 *Governors/Directors must ensure procedures are in place to provide support to staff directly involved in the separation process as it can be both stressful and distressing.*
- 6.2.20 Foreign National Women;
It is essential that prior to a mother being deported, two copies of the baby's birth certificate are available along with two copies of the baby's photograph. *The copies of the birth certificate must be obtained immediately after the child's birth and be placed in the mother's valuable property, and travel with the mother and child if they are transferred.* The reason for this is that, in the past, deportation has been delayed (often for some considerable time) at the end of the mother's sentence because proper travel documentation could not be obtained without the birth certificate.

Emergency Separations

Examples of when emergency separation may be necessary are;

- When the mother is ill and cannot look after her child
- When the child is ill and requires hospitalisation or other medical treatment in the community
- When the child has a contagious disease and must leave the Unit for the health and well being of the other residents
- When it is accepted by Social Services that there is an identified, imminent and serious risk of harm.

Where circumstances are so critical that separation must be carried out before a Separation Board can be convened, the National Mother and Baby Co-ordinator must be informed. The separation will be treated as temporary. Further enquiries will be made and a Separation Board should be convened to review the case.

If the separation is caused by a medical emergency, then it should be explained to the mother, and if possible, the child, regarding why separation must take place. Advice from medical staff and/or environmental health must be followed in every case. Both mother and child will need support from staff. If it is medically appropriate and beneficial to the child, and the child is located in hospital for the duration of the illness, then visits by the mother to the child must be facilitated. The frequency and duration of these visits will depend on what is reasonable in the circumstances.

If the mother is admitted to hospital, the Separation Plan agreed with the mother must be activated and the child handed out to the approved nominated carer for the duration of the illness. Social Services will need to be involved if there is no suitable nominated carer.

If the separation is caused by an imminent and serious risk of harm as identified by Social Services, the Social Services advice and guidance on separation must be followed.

SERVICE ELEMENT: Mother & Baby Units

Output 1 - Prisoners and staff are aware of policies relating to Mother & Baby Units including the application procedures for admission and appeals.

Guidance on this output is contained within [PSO 4800 Women Prisoners](#)

Output 2 - Decisions taken about the welfare of the mother and child are defensible, based on evidence and are properly recorded and administered.

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 3 - The decisions of admissions boards are communicated to relevant stakeholders

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 4 - Arrangements are in place for the care of unsuccessful applicants to the unit and their children

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 5 - The Mother & Baby unit provides a safe, suitable and decent environment which meets the needs of those who live there.

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 6 - Childcare arrangements are in place to allow mothers to fully participate in the prison regime and address offending behaviour.

Guidance on this output is contained within Ofsted Standards, PSO 4800 Women Prisoners

Output 7 – Decisions and actions recognise Mothers retain parental responsibility for their children.

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 8 – Babies and children receive all appropriate care.

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 9 - All decisions and actions recognise the best interests of the child are paramount.

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 10 – Decisions taken about the welfare of the child are defensible and based on evidence.

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 11 - The unit ethos and the environment in which it operates supports the development of the child.

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 12 - Children have access to services, facilities and support, similar to those in the community and which assist their development needs.

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 13 - There is a separation plan which is agreed, documented and communicated to relevant stakeholders.

Guidance on this output is contained within PSO 4800 Women Prisoners

Output 14 - Decisions taken about the separation process, including emergency separations are defensible, based on evidence and are properly recorded, administered and communicated to relevant stakeholders.

Guidance on this output is contained within PSO 4800 Women Prisoners

MOTHER AND BABY UNIT APPLICATION FORM**Name/Number of Applicant:****Date of Application:****Section 1: Child Details****Section 1a: For pregnant mothers applying for a place for their unborn child**

When is the baby due?

Who was your Doctor prior to custody?

Doctor's address

Section 1b: For mothers applying to have their child living with them in prison

Child's date of birth

Sex

Religion

Birth weight

Surname

Forename(s)

Name of child's Doctor

Child's current address

Next of kin

Relationship

Address of next of kin

Who was looking after your child:
(I) before you came into custody?

(ii) Now

Can this continue?

Does your child live with his/her father?

If not, does his/her father have contact?

Please specify the nature and frequency of this contact

Does your child have special needs? (Please state what they are)

Have any of your children ever been placed on the child protection register or been subject to a child protection plan? (Please say why your child was placed on the register and the date that this happened)

Section 2: Mother's Personal Details

Surname	Forenames
Number	Date of birth
CRO Number	Ethnic origin
Religion	
Home address (prior to custody)	

Release address (where different from above)

Home Area Social Services

Assigned Social Worker (if applicable)

Home Area Probation Service

Assigned Probation Officer (if applicable)

Section 3: Offence Details

Prisoner Status	Remand	Unsentenced	Sentenced
-----------------	--------	-------------	-----------

Offence(s)

Trial date	Sentence date
------------	---------------

ARD	PED	CRD	SED
-----	-----	-----	-----

Date of reception into (i) custody

(ii) establishment

Previous establishments this sentence

1	2
---	---

3	4
---	---

Section 4: Further Information (To be completed by All Applicants)

Why do you want your child to live with you in prison?

Bearing in mind what is best for your child, how long do you wish him/her to remain there?

Does his/her father support this application?

What alternative living arrangements have you made for your child?

If you will still be in custody when your baby goes back to the community, who will look after him or her?

Address

Telephone number

Other relevant information

Who will look after your baby in an emergency?

Address

Telephone number

Other relevant information

Section 5: Other Children

How many other children do you have?

What ages are they?

Who is looking after them? (Please give names and addresses of all carers)

ANNEX BAdmissions Board for (insert name of mother applying) and (insert name of child)Establishment:Date:**AGENDA**

Present

Apologies

Prisoner's full name

Number

DOB

Sentence

Expected Release Date

ED/HDC (if applicable)

Home Address

Baby's name

DOB or EDD

Baby's home address

Who is currently looking after the baby/child; what is their relationship to mother/relationship to child

Was mother primary carer prior to custody? Yes/No

If not, why not?

Background Information (attach supporting documentation)

Written Reports (list here and attach)

Verbal Reports (list here; these must be fully minuted)

Agency Reports (list and attach)

Assessment of alternative child care plans (specify what they are)

Assessment of the Best Interests of the Child

Risk Factors (list clearly below)

Any other relevant issues in this case not covered by the above

Decision and Recommendations

Provisional Action Plan

Signed
Board Chair

Date

ANNEX C: LETTERS COMMUNICATING THE DECISION OF THE ADMISSION BOARD

Annex 1: "Yes" decision, Full Admission

An Admission Board, at which you were present, was held at****.....Prison/YOI on.....****..... to consider your application for a place on a Mother and Baby Unit.

Your application for a place on a Mother and Baby Unit has been granted. The purpose of this is to create as many opportunities as possible for you to exercise and develop your parental responsibilities, duties and skills, and to maximise the potential for your child's proper development. You must also participate in the daily regime of the prison.

Your placement on the Mother and Baby Unit will be subject to regular reviews with regard to monitoring your place, progress against the agreed objectives, your child's care plan, and any other relevant issues.

It is stressed that, in accordance with (child's name/your child)'s care plan, he/she will leave the Unit when it is considered to be in his/her best interests, which may be before he or she reaches the maximum age limit of the Unit.

You will be assisted to draw up a Separation Plan in conjunction with the multi-disciplinary team.

You will be required to agree to comply with the Unit's regime and to sign your individual Compact to this effect. Your Compact will include those areas identified by the Admissions Board which need to be addressed. These are:- (list to be completed by Board Chair)

Signed:

Governing Governor

.....

APPLICATION FOR A PLACE ON A MOTHER AND BABY UNIT

I....., the undersigned, confirm that I have received the letter informing me of the decision of the Governing Governor of

.....Prison/YOI in respect of my application for a place on the

Mother and Baby Unit.

Signed:

Name of Applicant

ANNEX C (2)

Annex 2: “Yes” decision, Temporary Admission while on Remand/Trial/Convicted but unsentenced

An Admission Board, at which you were present/participated in via Video Link (delete as appropriate), was held at ***** Prison/YOI on ***** to consider your application for a place on a Mother and Baby Unit.

Your application for a place has been granted temporarily until you are acquitted or have been awarded a custodial sentence by the court. If you receive a custodial sentence, another Admissions Board will be convened to consider whether remaining on a Mother and Baby Unit is in the best interests of your child, particularly if your sentence is a long one, making eventual separation from your child inevitable.

The purpose of your placement on the Mother and Baby Unit is to create as many opportunities as possible for you to exercise and develop your parental responsibilities, duties and skills, and to maximise the potential for your child’s proper development. You must also participate in the daily regime of the Prison.

Your placement on the Mother and Baby Unit will be subject to regular reviews with regard to monitoring your place, progress against the agreed objectives, your child’s care plan, and other relevant issues.

It is stressed that, in accordance with (child’s name/your child)’s care plan, he/she will leave the Unit when it is considered to be in his/her best interests, which may be before he or she reaches the maximum age limit of the Unit.

You will be assisted to draw up a separation plan in conjunction with the multi-disciplinary team.

You will be required to agree to comply with the Unit’s regime and to sign your individual compact to this effect. Your compact will include those areas identified by the Admissions Board which need to be addressed. (List to be completed by Chair)

Signed:

Governing Governor

APPLICATION FOR A PLACE ON A MOTHER AND BABY UNIT

I, the undersigned, confirm that I have received the letter informing me of the decision of the Governing Governor of Prison/YOI in respect of my application for a place on the Mother and Baby Unit.

Signed:

Name of Applicant

ANNEX C (3)

Annex 3 “Yes” decision, Temporary Admission whilst the application is being processed

An Admission Board, at which you were present/participated in via Video Link (delete as appropriate) was held at *****Prison/YOI on ***** to consider your application for a place on a Mother and Baby Unit.

In view of the exceptional circumstances (Board Chair to list what these are) in which your child is currently placed, it has been decided that your child will be admitted and you will be granted a temporary place on the Mother and Baby Unit for a period up to 28 days while your application is being processed.

This does not mean that you have an automatic entitlement to a longer-term place. It may be that you will not be granted a long-term placement on the Unit if the reconvened Admissions Board conclude that it is not in your child’s best interests to remain with you in prison.

You will be present at the reconvened Admissions Board.

Whilst on the Unit, you will be required to agree to comply with the Unit’s regime and to sign an individual compact to this effect.

Signed:

Governing Governor

APPLICATION FOR A PLACE ON A MOTHER AND BABY UNIT

I....., the undersigned, confirm that I have received the letter informing me of the decision of the Governing Governor ofPrison/YOI in respect of my application for a place on the Mother and Baby Unit.

Signed:

Name of Applicant

ANNEX C (4)

Annex 4: Conditional Admission

An Admissions Board, at which you were/were not present, was held at ***** Prison/YOI on ***** to consider your application for a place on a Mother and Baby Unit.

Your application for a place has been granted, subject to the following additional conditions listed below:-

You will also be required to agree to comply with the Unit's regime and to sign your individual compact to this effect. Your compact will include those areas identified by the Admissions Board which need to be addressed. (List to be completed by Chair).

The purpose of your placement on the Mother and Baby Unit is to create as many opportunities as possible for you to exercise and develop your parental responsibilities, duties and skills, and to maximise the potential for your child's proper development. You must also participate in the daily regime of the Prison.

Your placement on the Mother and Baby Unit will be subject to regular reviews with regard to monitoring your place, progress against the agreed objectives, your child's care plan and any other relevant issues.

It is stressed that, in accordance with (child's name) your child's care plan, he/she will leave the Unit when it is considered to be in his/her best interests, which may be before he or she reaches the maximum age limit of the Unit.

You will be assisted to draw up a separation plan in conjunction with the multi-disciplinary team.

Signed:

Governing Governor

.....

APPLICATION FOR A PLACE ON A MOTHER AND BABY UNIT

I, the undersigned, confirm that I have received the letter informing me of the decision of the Governing Governor ofPrison/YOI in respect of my application for a place on the Mother and Baby Unit.

Signed:

Name of Applicant

ANNEX C (5)

Annex 5: Emergency Board

An Emergency Admission Board, at which you were present/not present, was held at ***** Prison/YOI on ***** to consider your application for a place on a Mother and Baby Unit.

In view of the exceptional circumstances of your case which are: (Chair to list these below)

you will be admitted to the Unit on an emergency basis. This means that if further information comes to light which makes you unsuitable to remain on the Unit with your child you will not retain your place.

A full Admissions Board will be held once we have all the necessary information, to decide if you will be granted full admission.

It is stressed that, in accordance with (child's name/your child)'s care plan, he/she will leave the Unit when it is considered to be in his/her best interests, which may be before he or she reaches the maximum age limit of the Unit.

You will be assisted to draw up a separation plan in conjunction with the multi-disciplinary team.

You will be required to comply with the Unit's regime and sign your individual compact to this effect. Your compact will include those areas identified by the Admissions Board which need to be addressed. (List to be completed by Chair)

Signed:

Governing Governor

.....

APPLICATION FOR A PLACE ON A MOTHER AND BABY UNIT

I....., the undersigned, confirm that I have received the letter informing me of the decision of the Governing Governor of

.....Prison/YOI in respect of my application for a place on the Mother and Baby Unit.

Signed:

Name of Applicant

Is there anything to confirm that the person still wants/needs the place for example if a baby were still born it would be distressing for the mother to move even temporarily to the mother and baby unit.

ANNEX C (6)

Annex 6: “No” decision. Board held in presence of prisoner.

An Admission Board, at which you were present/attended via Video Link (delete as appropriate), was held at *****Prison/YOI on ***** to consider your application for a place on a Mother and Baby Unit.

Your application for a place has been refused on the following grounds listed below:

If you wish to appeal against this decision you may do so through the request and complaints procedure to the Head of the Women’s Team. The Liaison Officer will be able to assist you.

Signed:

Governing Governor

.....

APPLICATION FOR A PLACE ON A MOTHER AND BABY UNIT

I..... the undersigned, confirm that I have received the letter informing me of the decision of the Governing Governor of Prison/YOI in respect of my application for a place on the Mother and Baby Unit.

Signed:

Name of Applicant

ANNEX C (7)

Annex 7: “No” decision. Board held in the absence of prisoner.

An Admission Board was held in your absence, at ***** Prison/YOI on ***** to consider your application for a place on a Mother and Baby Unit.

Your application for a place has been refused on the following grounds:

If you wish to appeal against this decision, please complete the attached form requesting a Board to be reconvened in your presence. You should refer to the Mother and Baby Booklet for further guidance. The Liaison Officer will be able to assist you.

Signed:

Governing Governor

APPEAL AGAINST ‘NO’ DECISION:

To the Governor

Prisoner’s Name

An Admission Board was held atPrison/YOI onto consider my application for a place on a Mother and Baby Unit. As you know, I was not present at the Board and I was not offered a place.

I confirm that I wish to appeal against this decision and to take up the offer of a Board to be reconvened in my presence. This will give me the opportunity to put my case personally to the Board.

.....

APPLICATION FOR A PLACE ON A MOTHER AND BABY UNIT

I....., the undersigned, confirm that I have received the letter informing me of the decision of the Governing Governor of

.....Prison/YOI in respect of my application for a place on the Mother and Baby Unit.

Signed:

Name of Applicant

ANNEX C (8)

Annex 8: Letter Accepting Appeal of “No” decision

I have considered your appeal against the decision to refuse your application for a place on the Mother and Baby Unit at *****.

Having reviewed the case, I have decided to set aside the original decision and offer you a place so that you may care for your baby.

You will be required to accept the conditions laid down for prisoners on the Mother and Baby Unit, which are set out in a Compact which you will be asked to agree to and sign before taking up a place there.

Signed:

Head of Women’s Team

.....

APPLICATION FOR A PLACE ON A MOTHER AND BABY UNIT

I, the undersigned, confirm that I have received the letter informing me of the decision of the Governing Governor of

.....Prison/YOI in respect of my application for a place on the Mother and Baby Unit.

Signed:

Name of Applicant

ANNEX C (9)

Annex 9: Letter Refusing Appeal of “No” Decision

I have considered your appeal against the decision to refuse your application for a place on the Mother and Baby Unit at *****. Having reviewed the case, I have decided to uphold the original decision on the following grounds:

(Factors will be listed below)

Signed:

Head of Women’s Team

.....
.....

APPLICATION FOR A PLACE ON A MOTHER AND BABY UNIT

I, the undersigned, confirm that I have received the letter informing me of the decision of the Head of the Women’s Team in respect of my application for a place on a Mother and Baby Unit.

Signed:

Name of Applicant

CHILD CARE PLAN

Child's Name.....**DOB/EDD**.....

Mother's Name.....**DOB**.....

Status (Convicted/remand).....

Sentence (if convicted).....

Date of conviction/trial.....

Earliest possible release date (if known).....

1. List of child's identified needs

Full details listed of child's needs, ensuring that the following areas are covered:

Physical, emotional, age, sex, race, culture, background, any special relevant characteristics.

2. How are these needs to be met?

State first how the child's general needs might be met. Babies on Mother and Baby Units will have a fundamental need to be with their mothers in an appropriate environment.

Also state any specific needs the child has, for example, health needs. *The proposed method of meeting each identified need must be stated.* This will entail giving details of relevant services which may be assessed.

3. Aim and Timescale of Plan

Length of proposed placement.

It is important to remember that the best interests of the child are of primary importance here and this will determine the length of stay, rather than the mother's length of sentence. *If separation is inevitable, careful consideration must be given to the point at which it is likely to be in the best interests of the child, and cause the least disruption in settling with alternative carers.*

4. Separation

If separation may take place, planning must begin immediately for eventual separation of mother and baby. The mother must be consulted as to potential carers within the extended family, and information passed to the relevant Social Services Authorities so that they can assess whether the nominated carers are suitable and appropriate to look after the child.

If no alternative carer is available, then foster care must be arranged by the relevant Social Services Area.

5. Other Services provided by the Local Authority

Details of any other support provided, for example, financial help, family support, or counselling, which may be required by the carers of the baby outside the prison, must be listed, as should any support services given to mothers whilst on the Mother and Baby Unit.

6. Other Services provided by the Mother and Baby Unit

Mothers on a Mother and Baby Unit are particularly vulnerable by virtue of their confinement and the long hours spent alone with their baby. The needs arising from this should be examined carefully, and consideration given to what forms of support may be provided by prison staff or outside agencies. *This must be recorded, where applicable.*

7. Arrangements for Contact

Contact by baby in Mother and Baby Unit, with family in the community.

Plans must be made for appropriate contact, dealing with frequency and duration, especially where the baby will be separating from the mother. Contact should increase towards the separation date to ensure that the baby is well prepared for the move.

Contact by baby in the community, with mother in prison.

Contact arrangements must also take account of the mother maintaining contact once the baby has been handed out to alternative carers. This will usually mean additional visits immediately post-separation, to assist both mother and child to adjust to their new respective situations, and where the baby will have the mother as the primary carer once she is released from prison.

8. Contingency Plan if placement breaks down

Alternative carers in the community must be identified in advance, to ensure that if a baby needs to be handed out suddenly from the Mother and Baby Unit, there is minimum disruption.

9. Arrangements for Health Care

Give full details of any medical examination or treatment which is proposed, including any specialist care in relation to special health needs the child may have. Give names of all medical personnel involved. When born, the child should also be registered with a local General Medical Practitioner.

10. Nursery Provision

Give details of the arrangements for the child's attendance in the nursery facility provided.

11. Implementing the Plan

Give names and details of the staff involved and the part of the plan for which they are responsible.

ANNEX E

NEW & EXPECTANT MOTHERS AT WORK HEALTH & SAFETY POLICY

1. The Governor of HMP ----- acknowledges the General Duties placed upon her/him as the employer. This procedure is to assess the risk to all employees, and to new and expectant mothers, to reduce the risk to their health, safety, and welfare, so far as is reasonably practicable.

2. The Management of Health & Safety at Work Regulations 1999 (MHSW99), regulation 16, is more specific in respect of new & expectant mothers, and states that an employer is required to carry out a risk assessment for new & expectant mothers.

The definition of a "new and expectant mother" is a woman who:

- Is pregnant.
- Has given birth or suffered a miscarriage after 24 weeks of pregnancy within the last 6 months.
- Is breastfeeding.

3. Where the duties/work/activity of a new & expectant mother are such that they could involve risk, by reason of her condition, to her individual health, safety & welfare, or to that of her baby, certain considerations must be taken into account, including her working environment (physical, biological or chemical).

4. The framework guidelines to be followed for this risk assessment are set out in Instruction to Governors 35/1995 entitled 'Pregnant Workers'. This instruction tells line managers which hazards should be considered, how to carry out the risk assessment, and who is responsible for completing it.

5. The risk assessment **MUST** be carried out with the new & expectant mother, taking into account her needs and wishes as far as is practicable. It should cover what is expected of her whilst she is pregnant, including the areas she is expected to work in.

6. The risk assessment should: -

- Identify possible hazards.
- Consider the likelihood that the hazard will result in a risk to the health, safety & welfare of both the mother and unborn child, taking into account existing control measures.
- Identify possible consequences should this occur.
- Record the results of the assessment.

7. After the initial risk assessment (Recorded on form in Annex A of IG 102/1995) has been carried out, the assessment must be reviewed on a monthly basis and any changes agreed between the line manager and the new & expectant mother. This should continue during the three trimesters of the pregnancy, or until such time that the new & expectant mother commences her maternity leave.

8. Night working:

There are no restrictions on night working for new & expectant mothers. In some cases it may be more beneficial for the individual to continue on a normal shift pattern. However, it must be taken into account after mutual consultation, that under certain circumstances night working may constitute a risk. If it is decided that there is a risk, it may result in the new and expectant mother being transferred to suitable daytime work.

9. By law, the Governor of HMP -*****- has a Duty of Care placed upon her/him as the employer through the Health & Safety at Work Act 1974 and its associated regulations. S/he is required to take reasonably practicable steps to ensure the health, safety and welfare of the expectant mother and that of the unborn child. The obligation placed on the new and expectant mother, as an employee, is to inform the Governor in **'WRITING'**, as soon as possible that she is pregnant; has given birth within 6 months and/ or is breastfeeding (MHSW 99 Regulation 18).

The Governor
HMP
Date

ANNEX F**HMP/YOI****HEALTH & SAFETY POLICY / GUIDANCE FOR PRISONERS****Statement of Purpose**

The Governor of HMP /YOI ***** will ensure, so far as is reasonably practicable, that your health, safety & welfare are not affected by her/his, or a member of staff's acts or omissions, whilst you are in custody at HMP /YOI *****

Statement of Arrangements

S/he will achieve this by carrying out a risk assessment of all work, leisure, and general activities where there is a risk of injury. After these assessments have been carried out, a Safe System Of Work (SSOW) will be produced and made available to you for you to follow.

Your Responsibility to the Governor

As a prisoner you have a responsibility to the Governor of HMP/YOI ***** for your own personal health, safety & welfare. You must ensure that your own safety and the safety of others around you, is not affected by you during your stay at HMP/YOI *****

If at any time you believe that your health, safety & welfare is being affected in any way, you should bring this to the attention of your landing officer. If s/he is not available or cannot deal with your concerns, they will be able to contact the establishments Health & Safety Co-ordinator or team for guidance and assistance.

In the unfortunate event that you do sustain an accident due to any work activity, you must inform either your landing officer or the person responsible for you at the time of the accident immediately. You should tell them when, where and how the accident occurred. You should ask them to make an entry on your behalf in the establishment's accident book for prisoners, which is located in *****.

Reporting Chain

1. Personal Officer, Responsible Person, Landing Staff
2. Level Senior Officer
3. Level Principal Officer
4. Level Governor
5. Head of Residential
6. Head of Custody
7. The Governor

At any point in the chain you may ask to speak to the Establishments Health & Safety Co-ordinator or one of the Health & Safety Team, if you feel that your Health, Safety & Welfare concerns are not being dealt with correctly.

If they agree that you have a valid complaint, they will investigate the matter and decide what action would be best to take in resolving your concerns about your health, safety & welfare.

Cleaners, Gardens, Painting Parties, Workshops, General Workers Etc.

If you are employed in any of the above activities or areas of the establishment, you should make yourself aware of the cleaning manual, risk assessments and SSOW which affect you. These will assist you in carrying out your tasks in a safe manner. They are available in all areas and should be used. If you have not seen these, ask to look at them to make yourself aware of the Health & Safety risks associated with the work you are doing.

Training

There are training courses available to help you carry out your tasks safely and to look after your health, safety & welfare. They are:-

Manual Handling

Food Hygiene

Food Handling

Ask to go on these courses as soon as possible.

Computer Courses.

If you attend a computer course, ask for a Display Screen Equipment (DSE) Self-Assessment form to carry out this assessment for your workstation. This could prevent you sustaining an injury due to poor posture, or general workstation layout.

“REMEMBER, AS THE GOVERNOR OF HMP/YOI *** I CAN ONLY LOOK AFTER YOUR HEALTH, SAFETY & WELFARE IF YOU CO-OPERATE WITH ME BY LOOKING AFTER YOUR OWN HEALTH, SAFETY & WELFARE WHILST YOU ARE IN THE PRISON.”**

The Governor

HMP/YOI

Date

ANNEX G**RISK ASSESSMENT**

A risk assessment of both the mother and baby must be undertaken when they enter a Mother & Baby Unit. You should use the risk assessment form in Annex A of IG/102/1995.

This risk assessment and its Safe System of Work (SSOW) should be carried out in consultation with the mother. Similarly, the responsibility the mother has to the Governor to ensure the health, safety & welfare of herself, her baby, the other mothers and babies on the unit, and staff and visitors to the MBU, must be stressed.

Because of the increase in the baby's mobility, the risk assessment and SSOW should be reviewed on a monthly basis in consultation with the mother. Both parties should sign the review in the section on the risk assessment. Should there be any significant changes to the risk assessment/SSOW, a new risk assessment form should be completed.

ANNEX H**ROLE DESCRIPTIONS FOR MBU PERSONNEL**

On the following pages are the role descriptions for the following personnel:

- [Mother and Baby National Co-ordinator](#)
- [Mother and Baby Independent Chair](#)
- [Mother and Baby Unit Governor](#)
- [Mother and Baby Unit Principal Officer/ Senior Officer](#)
- [Mother and Baby Liaison Officer](#)
- [Mother and Baby Unit Officer](#)
- [Mother and Baby Unit Nursery Nurse](#)
- [Mother and Baby Unit Nursery Manager](#)
- [Mother and Baby Unit Liaison Social Worker](#)
- [Mother and Baby Unit Probation officer](#)

NATIONAL MOTHER AND BABY CO-ORDINATOR

1. Be continuously available to provide operational and policy advice to Governors and Mother and Baby Unit staff.
2. Draft, revise and amend policy documents relating to Mother and Baby issues in the light of any policy changes or legal challenge.
3. Complete periodic visits to all Mother and Baby Units, reporting through Line Management to the Head of the Women's Team.
4. Attend establishment meetings concerning Mother and Baby issues, on request.
5. Attend the bi-annual Mother and Baby Policy Group meeting.
6. Attend the quarterly Independent Chairs and Mother and Baby Unit Managers' meetings.
7. Arrange with Training Services and assist in, where required, the Mother and Baby Unit training course.
Advise Training Services on updates and amendments to that course in the light of policy changes. Assist Training Services in the continuous validation process of the course.
8. Assist Mother and Baby Unit personnel in pre-audit preparation.
9. Inspect incoming data from Mother and Baby Units in order to predict and manage national trends and furnish an overview on Mother and Baby issues.
10. Answer Parliamentary questions and provide briefings and other information to Ministers as required.
11. Assist in the case management of individual mother and babies, in particular in contentious areas.
12. Assist in the management of Judicial Reviews.
13. Work as part of a multi-disciplinary team.
14. Work in an anti-discriminatory, non-confrontational way with all parents and children, challenging discriminatory practice where necessary

MOTHER AND BABY INDEPENDENT CHAIR

1. To work with the Governor of their prison and the National Co-ordinator for Mother and Baby Units.
2. To chair a multi-disciplinary Mother and Baby Unit Admission Board with a view to making a recommendation about admission, taking into account:-
 - (i) the best interests of the child
 - (ii) the necessity to maintain good order and discipline within the unit and
 - (iii) the health and safety of other babies and prisoners.
3. To meet with the mother prior to the Board to introduce him/herself and explain the nature of the Admissions Board and who will be in attendance.
4. To ensure that all relevant information in the reports or from the attendees is made known and that all participants are given the opportunity to express their views.
5. To clarify contributions when appropriate to ensure that everyone understands them.
6. Where necessary, to explain the need for discussion in the absence of the prisoner.
7. To discuss prior to the Board, where appropriate, any matter(s) which a professional/board member was unable to include in his/her report to reach agreement on how this should be managed successfully.
8. To summarise contributions made by all parties and decisions made, for accurate recording in the minutes.
9. To make a recommendation to the Governing Governor.
10. To complete the Admission Board Front Sheet including conditions of recommendation as agreed by the Board, and to ensure that the recommendations are received by the Governing Governor within one working day. To ensure that the minutes are circulated to all attendees, including the mother, within fourteen days of the meeting.
11. Where the recommendation of the Board is not to allocate a place, to produce a report giving reasons for the decision. This must include a separation plan if the mother is pregnant. The report must make clear whether the decision is open to review and, if so, when the mother may apply again.
12. To ensure that all relevant information in the reports is made known to appropriate persons.
13. *To follow the same procedures in paragraphs 2 to 12 above in relation to the chairing of Separations Boards.*
14. To work in an anti-discriminatory, non-confrontational way with all children and parents and to challenge discriminatory practice where necessary.
15. To attend quarterly Independent Chairs/Mother and Baby Unit Managers meetings, six-monthly Policy Group meetings and ad hoc Independent Chairs meetings when required.

MOTHER AND BABY UNIT GOVERNOR

1. To manage the Mother and Baby Unit as set out in this Prison Service Instruction/Mother and baby Handbook on **The Management of the Mother and Baby Units and the Application Process**.
2. To chair Admission Boards in the absence of the Independent Chair. *This must only be exceptional, and the reasons for this occurring must be clearly recorded in the Board minutes.*
3. To be accountable for ensuring that the necessary management information set out in Section 12 reaches the national MBU Co-ordinator on time.
4. To be responsible for ensuring that if the Unit needs to be temporarily closed for any reason, the national MBU Co-ordinator is informed immediately.
5. Work in an anti-discriminatory, non-confrontational way with all children and parents and to challenge discriminatory practice where necessary.

MOTHER AND BABY PRINCIPAL OFFICER/ SENIOR OFFICER

1. Work as directed by the Line manager.
2. Supervise, manage, support and advise staff working on the Mother and Baby Unit.
3. Maintain the good order and discipline of the Mother and Baby Unit, encouraging a calm atmosphere conducive to the well-being of the babies.
4. Carry out frequent and irregular management checks on all procedures and documentation to ensure compliance with standards.
5. Attend Admission and Separation Boards and contribute as necessary.
6. Attend Mother and Baby meetings within the establishment and external meetings as directed by the Line Manager.
7. Work as part of a multi-disciplinary team.
8. Work in an anti-discriminatory, non-confrontational way with all parents and children, challenging discriminatory practice where necessary

.MOTHER AND BABY LIAISON OFFICER

1. To have a working knowledge of, and be familiar with the Prison Service Instruction/Mother and Baby Handbook on the Management of Mother and Baby Units and the Application Process and the prisoner handbook, "All about Mother and Baby Units".
2. To advise women applying for a place on a Mother and Baby Unit about the application procedure and the appropriateness of each location for the individual case.
3. To assist women to consider all childcare options available to them.
4. To act as a source of information on Mother and Baby Units for prisoners and staff.

5. To ensure that all eligible women are advised of the Mother and Baby Units during induction and, where appropriate, receive the prisoner handbook "All about Mother and Baby Units".
6. To assist those women who wish to make applications to complete the application form, taking account of any language, learning or other needs.
7. To initiate relevant reports in accordance with the procedures laid out in the Prison Service Instruction/Handbook on the **Management of Mother and Baby Units and the Application Process**.
8. To liaise with the identified Mother and Baby Unit, having considered the woman's status (remand/sentenced/security category), the age of her child and her home area.
9. To co-ordinate all actions necessary with this application, including inviting and assisting the woman to make a written submission where she is not able to attend the Board either in person or via Video Link.
10. To complete the application dossier and send it to the appropriate Mother and Baby Unit. *In cases of mothers separated from their babies and women in the late stages of pregnancy, every attempt must be made to expedite this process.*
11. To update the woman on the progress of her application, the date of the Admission Board and make arrangements for her attendance when appropriate.
12. To assist the woman to prepare for the Admission Board.
13. To advise the applicant on the appeal process including re-boarding, where applicable.
14. Where the woman is serving a long sentence (that is, where the child will be older than 18 months prior to his/her mother's earliest possible release date), bring to the Governor's attention the need for a separation plan.
15. To maintain an accurate record of all applications made, their date, Board date and subsequent outcome of the application.
16. To maintain regular contact with the Mother and Baby Units, the national Mother and Baby Co-ordinator and the Women's Team. This must include the following information on the first working day of each month:-
 - The number of applications made to Mother and Baby Units.
 - The number of acceptances to Mother and Baby Units and their location.
 - The number of pregnant women in the establishment.
 - The number of refusals to Mother and Baby Units and the reasons they have been refused.
 - Any other information which may be requested by the national Mother and Baby Co-ordinator from time to time.
17. To work in an anti-discriminatory, non-confrontational way with all children and parents and challenge discriminatory practice where necessary.

MOTHER AND BABY UNIT OFFICER

1. Where appropriate, to assist in the application process.
2. Attend Admission Boards and contribute as necessary.
3. Interview and induct new mothers on to the Unit, including an explanation of the Unit rules and the serving of compacts.
4. Attend meetings concerning the Mother and Baby Unit, including the reviews of mothers and their babies.
5. Maintain the good order and discipline of prisoners located on the Mother and Baby Unit, encouraging a calm and peaceful atmosphere at all times.
6. Supervise mothers located on the Unit.
7. Encourage prisoners to take full advantage of guidance, counselling and training available to improve parental skills and sentence planning targets.
8. Complete security checks required on a daily and weekly basis and record checks according to procedures.
9. Maintain a daily register (roll-check) for the Mother and Baby Unit.
10. Maintain the Mother and Baby Observation Book which records prisoner's activities and liaison with outside agencies and families and any significant events.
11. Record accurately any notable occurrences fully and accurately on the prisoner's history sheet and any other relevant documentation.
12. Maintain Health and safety requirements of the Mother and Baby Unit to ensure a safe environment for mothers, children and staff working on the Unit.
13. Carry out other duties as directed, handing over information to colleagues to assist in the smooth running of the Unit.
14. Work as part of a multi-disciplinary team.
15. Work in an anti-discriminatory, non-confrontational way with all parents and children, challenging discriminatory practice where necessary.

MOTHER AND BABY UNIT NURSERY NURSE

1. Act in a multi-disciplinary team with the responsibility for initiating, implementing and maintaining OFSTED standards of age-appropriate care and stimulation for infants.
2. Organise and provide nursery facilities to meet the needs of the children and their mothers in the prison environment .
3. Work with mothers to meet the needs of their children in the prison environment and, where appropriate, arrange outings with the children in the community.
4. Recommend and maintain a varied and age-appropriate range of equipment, including toys.
5. Ensure a high standard of safety in care.
6. Maintain accurate and up-to-date records, assisting, where appropriate, with the reports for reviews and applications.
7. Participate in liaison with other relevant agencies.
8. Work with others to assist in the assessment and planning of services for mothers and babies on the Unit.
9. Participate in regular team meetings.
10. Demonstrate an understanding of Child Protection issues and a knowledge and application of relevant Child Protection procedures.
11. Work within the constraints of the prison environment and transfer relevant information to Discipline staff and other colleagues.
12. To be supervised and attend training where required and appropriate.
13. Work in an anti-discriminatory, non-confrontational way with all parents and children and challenge discriminatory practice where necessary.

MOTHER AND BABY UNIT NURSERY MANAGER

1. The previous role description of Nursery Nurse will apply.
2. Additionally, the Nursery Manager will supervise, train and manage his/her staff to the laid-down OFSTED standards and will be accountable to the Governor for service-delivery set out in the local contract for the same.

MOTHER AND BABY UNIT LIAISON SOCIAL WORKER

1. This role description is of the minimum input from a Liaison Social Worker. It is drawn up to allow Units to negotiate an appropriate contract with their Local Authority. The expectation is that Mother and Baby Unit Managers will have strong links with Social Services Departments, especially where local resources can assist in the parenting experience.
2. Agency Social Workers should not be used, because they are unlikely to have a local social work base providing professional support and local resource networks.
3. Access community services and assessments from relevant Social Services Departments on behalf of mothers and babies in custody.
4. Attend multi-disciplinary meetings relating to the Mother and baby Unit.
5. Attend Mother and Baby Unit Admission Boards.
6. Facilitate in the planning of the children leaving the Mother and Baby Unit, in transfer to another prison or the community.
7. Act as a link between social workers in the community and the prison.
8. Act as a link with relevant departments in the Local Authority where fostering is required.
9. Refer to other relevant agencies where necessary.
10. Work in an anti-discriminatory, non-confrontational way with all parents and children, challenging discriminatory practice where necessary.

MOTHER AND BABY UNIT PROBATION OFFICER

1. Some of the following work is completed by other professional agencies at Mother and Baby Units.
2. Attend Admission Boards and provide an Offending Behaviour Profile covering relevant background information, alcohol and drug misuse and an assessment of the risk of offending in the future.
3. Attend multi-disciplinary meetings, and, where appropriate, provide information on the woman's progress in addressing her offending behaviour and underlying risk factors.
4. Assist in release plans for mother and baby where appropriate.

5. Where applicable, liaise with the home area Probation Service to secure a copy of the Pre-Sentence Report and Previous Convictions Report and seek their views on the woman's placement on a Mother and Baby Unit.
6. Work in an anti-discriminatory, non-confrontational way with all parents and children challenging discriminatory practice where necessary.