

## **SHORE AND COVID-19 - INTERIM GUIDANCE (26.03.20)**

### **CURRENT POSITION**

The primary focus of SPS at this time is to ensure the health and wellbeing of all people who live and work in Scotland's prisons. SPS continues to take its responsibilities as a Community Justice Partner seriously in this challenging time and we will endeavour to keep you updated with developments. Currently the SPS is focused on critical business with decision making based on three key principles; public health, operational stability and capacity.

Health Protection Scotland have provided updated advice this week regarding suspected or confirmed cases of COVID-19 in prisons. If anyone in custody is suspected or confirmed of having COVID-19 and is not acutely unwell, they will be isolated in the prison as specified by a health professional. If an individual is suspected or confirmed to have COVID-19 and they are acutely unwell, they may be transferred to hospital depending on local NHS hospital capacity.

SPS cannot hold people when their discharge date falls within the 14 day isolation period.

### **IMPACT ON SERVICE USERS**

#### **Creation of business continuity arrangements between prisons and local authorities**

As from 24 March all prison visits have been suspended. Critical agents' visits will continue but these will be prioritised. Contingencies should therefore be put in place for staff to be able to work in an isolated environment that enables them to make contact by telephone with prison staff and people in prison during their sentence. Consideration should also be given to establishing virtual casework teams across the relevant prisons, local authorities, and frontline partners. This will require work mobile numbers and e-mail addresses being made available and procedures should be agreed as to how people should be contacted. It should be agreed in advance how virtual teams will work together and what the expected procedures for communication will be. It may be helpful to look at the stages of an individual's liberation to ensure every stage is covered by the appropriate service(s) and agreed methods of communication and desired outcomes are established.

#### **Admission and During Sentence**

Where a local authority has signed the SPS Data Sharing Agreement (DSA) and receives weekly lists detailing all admissions and liberations over the next 12 weeks they can prioritise the individuals that they wish to work with. They should liaise with Links Centres to make arrangements to speak to those individuals over the phone. This is particularly important to secure any existing tenancies where possible.

A list of phone numbers for each prison and local authority are detailed in Appendix A. SPS is currently considering improvements to the 'e-mail a prisoner' scheme and how to provide greater access to phones.

**Where local authorities have not signed the DSA they are urged to do so.**

## **Pre Liberation**

It is vital that people leaving prison continue to have access to the services they need in the run up to their discharge date. This period can be an anxious time for individuals and this will be heightened if they have been isolated. SPS must be proactive in contacting local authorities and partners to enable them to assist those leaving prison, particularly those who are liberated during a period of isolation.

Where an individual is well and showing no symptoms on liberation there is no need for local authority staff to contact health colleagues. If an individual is acutely unwell in the lead up to discharge then they may have been transferred to hospital depending on local NHS capacity. Links Centres must advise the local authority if this is the case.

While multi agency working may also be difficult it is most important that services continue to work together remotely to facilitate as seamless an approach to liberation as possible and identify a keyworker/named contact for individuals (Local Authority, Third Sector or SPS (only whilst in custody)).

## **Liberation**

### **Tenancy offered in advance**

Where an individual has been offered a tenancy but due to current restrictions cannot meet someone at the house or collect keys at an office, local authorities might want to consider providing a key safe and communicating the code to the individual via the Links Centre.

Clear tenancy information and instructions for operating heating and appliances should be left in the tenancy taking into consideration any particular difficulties the individual may have.

Liaison with other key agencies during this time should continue to support the individual remotely. Throughcare Services will have their own contingency plans in place and should keep in regular contact by phone with anyone they are supporting as well as other engaged services to keep them updated.

Where the individual does not have access to a phone, local authorities and partners should consider ways to provide a mobile phone e.g. Self- Directed Support to enable them to keep in touch with support services.

### **No suitable accommodation identified**

Where no suitable accommodation has been identified 48 hours prior to the release and particularly for individuals who are suspected of being infected, SPS Links Centre staff should engage with the appropriate local authority service to discuss arrangements for that individual.

It is of the utmost importance that local authorities prioritise accommodation for someone who could potentially sleep rough in order for them to continue to be isolated.

Individuals should only be offered hostel accommodation, as a last resort and only if a 'safe zone' has been established. This should be self-contained and away from

other, non-infected people (e.g. a separate floor in a hostel of a particular set of bedrooms with shared facilities). Local authorities should have arrangements set out in their business continuity plans which set out clear procedures for people leaving prison to be moved into self-contained accommodation.

### **General SPS guidance for partner agencies**

We would ask that all local authority homelessness and housing options services keep SPS up to date on any changes to their service provision over the forthcoming weeks. SPS will also keep you updated.

## **Local Authority Contacts**

<b>Local Authority</b>	<b>Housing Options Contacts</b>
Aberdeen City Council	<a href="mailto:HousingAccessTeam@aberdeencity.gov.uk">HousingAccessTeam@aberdeencity.gov.uk</a> Tel: 01224 523502
Aberdeenshire Council	<a href="mailto:PrisonProtocol@aberdeenshire.gov.uk">PrisonProtocol@aberdeenshire.gov.uk</a> Tel: 01467 534719
Angus Council	<a href="mailto:PrisonProtocol@angus.gov.uk">PrisonProtocol@angus.gov.uk</a> Tel: 03452 777 778
Argyll and Bute Council	<a href="mailto:Douglas.Whyte@argyll-bute.gov.uk">Douglas.Whyte@argyll-bute.gov.uk</a> Tel: 01546 604 785
Clackmannanshire Council	<a href="mailto:home@clacks.gov.uk">home@clacks.gov.uk</a> Tel: 01259 225115
Comhairle nan Eilean Siar	<a href="mailto:hservice@cne-siar.gov.uk">hservice@cne-siar.gov.uk</a> Tel: 01851 822821
Dumfries and Galloway Council	East Prison Liaison Officer: <a href="mailto:Nicola.Carson@dumgal.gov.uk">Nicola.Carson@dumgal.gov.uk</a> West Prison Liaison Officer: <a href="mailto:Shona.Forsyth@dumgal.gov.uk">Shona.Forsyth@dumgal.gov.uk</a> Tel: 030 33 33 3000
Dundee City Council	<a href="mailto:Brian.shaw@dundeecity.gov.uk">Brian.shaw@dundeecity.gov.uk</a> Tel: 0800 633 5843 (Homeless/Housing Options) <a href="mailto:Stewart.steen@dundeecity.gov.uk">Stewart.steen@dundeecity.gov.uk</a> Tel: 01382 307376 (Tenancy issues)
East Ayrshire Council	<a href="mailto:HOMELESSNESS@east-ayrshire.gov.uk">HOMELESSNESS@east-ayrshire.gov.uk</a> Tel: Housing Options Service -01563 554554
East Dunbartonshire Council	<a href="mailto:Lynsey.Douglas@eastdunbarton.gov.uk">Lynsey.Douglas@eastdunbarton.gov.uk</a> <a href="mailto:lynn.ross@eastdunbarton.gov.uk">lynn.ross@eastdunbarton.gov.uk</a> <a href="mailto:stuart.mcdonald@eastdunbarton.gov.uk">stuart.mcdonald@eastdunbarton.gov.uk</a> Tel: 0141 578 2133
East Lothian Council	<a href="mailto:Homelessness@eastLothian.gov.uk">Homelessness@eastLothian.gov.uk</a> Tel: 01620 827536

Local Authority	Housing Options Contacts
East Renfrewshire Council	<a href="mailto:housingallocationenquiries@eastrenfrewshire.gov.uk">housingallocationenquiries@eastrenfrewshire.gov.uk</a> Tel: 0141 577 3001
Edinburgh City Council	<a href="mailto:HousingSOLO@edinburgh.gov.uk">HousingSOLO@edinburgh.gov.uk</a> Tel: 0131 529 5105
Falkirk Council	<a href="mailto:Dana.mcinally@falkirk.gov.uk">Dana.mcinally@falkirk.gov.uk</a> Tel: 01324 503600
Fife Council	<a href="mailto:rso.info@fife.gov.uk">rso.info@fife.gov.uk</a> Tel: 03451 55 55 55 x 480411
Glasgow City Council	<a href="mailto:prisonct@glasgow.gov.uk">prisonct@glasgow.gov.uk</a> Tel: 0141 770 2130
Highland Council	<a href="mailto:housingoptions@highland.gov.uk">housingoptions@highland.gov.uk</a> Tel: 01349 886602
Inverclyde Council	<a href="mailto:homelessness.services@inverclyde.gov.uk">homelessness.services@inverclyde.gov.uk</a> Tel: 01475 558125
Midlothian Council	<a href="mailto:Homelessness.Enquiries@midlothian.gov.uk">Homelessness.Enquiries@midlothian.gov.uk</a> Tel: 0131 271 3397
Moray Council	<a href="mailto:Housing.options@moray.gov.uk">Housing.options@moray.gov.uk</a> Tel: 0300 1234566
North Ayrshire Council	<a href="mailto:Housing-info-advice@north-ayrshire.gov.uk">Housing-info-advice@north-ayrshire.gov.uk</a> Tel: 01294 314600
North Lanarkshire Council	<a href="mailto:Housing.SPS@northlan.gov.uk">Housing.SPS@northlan.gov.uk</a> Tel: 01698 274632
Orkney Islands Council	<a href="mailto:frances.troup@orkney.gov.uk">frances.troup@orkney.gov.uk</a> Tel: 01856 873535 x 2177
Perth and Kinross Council	<a href="mailto:housingoptionsandsupport@pkc.gov.uk">housingoptionsandsupport@pkc.gov.uk</a> Tel: 01737 476000 or out of hours 0800 917 0708
Renfrewshire Council	<a href="mailto:prisonreferrals.hps@renfrewshire.gov.uk">prisonreferrals.hps@renfrewshire.gov.uk</a> Tel: 0141 618 5586/0141 618 5806

Local Authority	Housing Options Contacts
Scottish Borders Council	<a href="mailto:homelessnessservices@scotborders.gov.uk">homelessnessservices@scotborders.gov.uk</a> Tel: 01896 661385
Shetland Islands Council	<a href="mailto:ibray@shetland.gov.uk">ibray@shetland.gov.uk</a> Tel: 01595 744 378
South Ayrshire Council	<a href="mailto:housingoptionsteam@south-ayrshire.gov.uk">housingoptionsteam@south-ayrshire.gov.uk</a> Tel: 0300 123 0900
South Lanarkshire Council	<a href="mailto:hroenviroscanning@southlanarkshire.gov.uk">hroenviroscanning@southlanarkshire.gov.uk</a> Tel: 0141 584 2716
Stirling Council	<a href="mailto:huttonl@stirling.gov.uk">huttonl@stirling.gov.uk</a> Tel: 01786 237900
West Dunbartonshire Council	<a href="mailto:homeless@wdc.gov.uk">homeless@wdc.gov.uk</a> FAO Madeleine Russell Resettlement Officer Tel: 01389 776 951
West Lothian Council	<a href="mailto:customer.services@westlothian.gov.uk">customer.services@westlothian.gov.uk</a> 01506 280000 Homeless duty officer 01506 281588

## **Prison Contacts**

**Please note, staffing and resources may be redeployed at a local level as we respond to COVID-19. The mailboxes may therefore not be monitored as regularly as normal and if there are any issues in receiving a response, please contact the main prison contact number, available on the SPS Website, for advice.**

<b>Prison</b>	<b>Contact Details</b>
Addiewell (Private Prison)	<a href="mailto:David.McClure@sodexogov.co.uk">David.McClure@sodexogov.co.uk</a>
Barlinnie	<a href="mailto:Sarah.Angus@sps.pnn.gov.uk">Sarah.Angus@sps.pnn.gov.uk</a>
Castle Huntly	<a href="mailto:Lillian.Dougan@sps.pnn.gov.uk">Lillian.Dougan@sps.pnn.gov.uk</a>
Cornton Vale	<a href="mailto:Linda.Kincaid@sps.pnn.gov.uk">Linda.Kincaid@sps.pnn.gov.uk</a>
Dumfries	<a href="mailto:Stuart.Pomfret@sps.pnn.gov.uk">Stuart.Pomfret@sps.pnn.gov.uk</a>
Edinburgh	<a href="mailto:Malcolm.Smith@sps.pnn.gov.uk">Malcolm.Smith@sps.pnn.gov.uk</a>
Glenochil	<a href="mailto:Sharon.Sibbald@sps.pnn.gov.uk">Sharon.Sibbald@sps.pnn.gov.uk</a>
Grampian	<a href="mailto:Eilidh.Smith@sps.pnn.gov.u">Eilidh.Smith@sps.pnn.gov.u</a>
Greenock	<a href="mailto:Neal.MacCowan@sps.pnn.gov.uk">Neal.MacCowan@sps.pnn.gov.uk</a>
Inverness	<a href="mailto:Gary.Goddard@sps.pnn.gov.uk">Gary.Goddard@sps.pnn.gov.uk</a>
Kilmarnock (Private Prison)	<a href="mailto:Bryan.Crossan@serco.cjism.net">Bryan.Crossan@serco.cjism.net</a>
Low Moss	<a href="mailto:Scott.McLellan@sps.pnn.gov.uk">Scott.McLellan@sps.pnn.gov.uk</a>
Perth	<a href="mailto:Richard.Coupe@sps.pnn.gov.uk">Richard.Coupe@sps.pnn.gov.uk</a>
Polmont	<a href="mailto:George.Ferguson@sps.pnn.gov.uk">George.Ferguson@sps.pnn.gov.uk</a>
Shotts	<a href="mailto:Colin.Brodie@sps.pnn.gov.uk">Colin.Brodie@sps.pnn.gov.uk</a>