

POELT Trainers Manual

Professional Standards

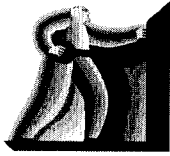
Links:

Purpose of the Prison Service
IPS
Dynamic Security
Conditioning

Further information:

National security framework,
National Occupational Standards CC020,
Professional Standards PSO 1215
Staff Handbook (on Prison Service Intranet)
Attendance PSO 8403
Conduct and Discipline PSO 8460
Performance Management PSO 8450
Equal Opportunities for Staff PSO 8010
Reporting Wrongdoing PSO 8605
Grievance Procedure – PSO 8550
Complaints of Harassment or Discrimination – PSO 8010
Selection Procedures PSO 8100

Employment Rights Act 1996 as amended by the Public Interest Disclosure Act 1998
Reporting Wrongdoing – 01527 544777
Fraud Hotline – 0207 217 8804



Key Point

Session title: Professional Standards

Duration: 2 hours

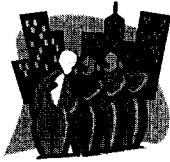
Aim:

- To give students an understanding of Professional Standards in the Prison Service; their responsibilities in maintaining standards; and the nature of dishonesty, corruption and inappropriate relationships exhibited by a minority of staff.

Objective:

At the end of the session the students will be able to:

- Understand and explain what “Professional Standards” means
- Understand and explain the Prison Service policies and procedures for maintaining a high level of Professional Standards
- Understand and explain the nature of and procedures for dealing with staff corruption, dishonesty and inappropriate relationships.
- Know where to find the “Professional Standards Statement” and understand and explain its major requirements.
- Know how to contact the Professional Standards Unit and what its responsibilities are.
- be aware of the nature and dangers of inappropriate relationships with prisoners and others.



Introduction

- **The Prison Service Strategy**

Promoting a work culture, which values **integrity** above all and rejects corruption dishonesty and inappropriate behaviour where ever it is found.

Creation of a Professional Standards Unit (PSU) to work with Area Intelligence Officers and Designated Managers in prisons to detect and prevent corruption within the Service.

Producing a statement of Professional Standards, which can be found in both the Code of Conduct and Discipline and the PSO – Professional Standards – Preventing and Handling Staff Wrongdoing.

Producing PSO 1215 – Professional Standards – Preventing and Handling Staff Wrongdoing, which sets out the policy and procedure necessary to deliver the strategy.



What does Integrity mean? (Discussion)



Split the section into syndicate groups and ask them to define what the word integrity means to them.

Group 1; previous work / education experience.

Group 2; Family and friends (social circle)

Group 3; The Prison Service

Integrity

Honesty, sincerity being morally sound and uncorrupted.



Discussion may lead to others and to opposites

Candour		Corruption
Goodness		Deceit
Honest		Disrepute
Honour	But	Duplicity
Incorruptibility	Not	Faulty
Principled		Flimsy
Probity		Fragile
Purity		Immoral
Righteousness		Unfounded
Upright		Uncertain
Virtue		
Sound		

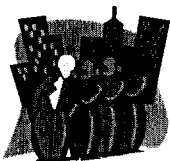
Trainer may either chartlist words from the above table or identify those words within the groups presentations and highlight them.

Reinforce with OHP 1(Staff wrong doing)

Question



Which one would you like to be in?



Ask why?

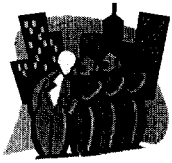
Corruption



What is Corruption?

Corruption covers a wide range and is mainly described as: -

Dishonest, inappropriate or criminal behaviour



Ask what sorts of behaviour this could include?

Students may come up with the following:

- Staff dishonesty
- Staff using their position to further their own interests or those of other people.
- Staff manipulating colleagues or prisoners.
- Discrimination, harassment, victimization or bullying
- Criminal Acts
- Conflicts of Interest
- Inappropriate relationships

Some of these examples are more serious than others, but equally have an effect on the dynamics of the establishment. The more serious offences can be classed as **Gross Misconduct**.



Ask for a definition of Gross Misconduct

(Trainer may syndicate this or lead through group discussion)

Gross Misconduct (OHP 2)

Defined as conduct **so serious** as to make any further relationship and trust between the Prison Service and the member of staff concerned impossible. Serious cases of misconduct may amount to gross misconduct, e.g. reporting for duty seriously incapacitated by alcohol and **lead to dismissal**.

Examples of behaviour, which could constitute Gross Misconduct



(OHP 3 & 4)
Discussion

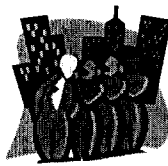
Examples of behaviour which could constitute Gross Misconduct: OHP3

- Trafficking in money, prohibited drugs or alcohol;
- Racial or sexual harassment or discrimination;
- Membership of racist organisations;
- Bullying;
- Serious unprofessional conduct;
- Assault;
- Theft;
- Fraud i.e. all intentional irregularities and illegal acts for private gain perpetrated by staff outside or inside the organisation;
- Serious acts of negligence causing appreciable loss, injury or damage to Prison Service property;

➤ OHP4

- Failure to obey a lawful and reasonable order or written instruction, leading directly to serious disorder or loss of control;
- Conviction of criminal offence - or receipt of a police caution for an offence - such as:
 - Any racially motivated crime;
 - Any offence of violence;
 - Burglary, robbery or theft;
 - Trafficking;
 - Fraud.
 - Drugs related offences;
 - Any serious offence of criminal damage or arson;
 - Sexual offences;
 - Corruption.

Inappropriate Relationships



The vast majority of staff do not join the Prison Service as corrupt people . They are like you- keen, eager and fresh and wishing to do a good job, but something changes them.

You need to be alert to the changes and pitfalls, and show professional attributes and behaviour in your work. The "professional standards" of the service will be the foundation, which will help you establish your presence and personality as a prison officer.

However, most staff that fall foul of the system and become corrupted, do so by developing inappropriate relationships with prisoners and others. An examination into staff reveals four main categories, which should be avoided.

Overstepping the boundaries

- Disclosure of personal details of self and others.
- Writing letters, or making phone calls to/from current prisoners.
- Meeting with prisoners on temporary licence.
- Visiting prisoners at other establishments.
- Meeting socially with ex-prisoners.

Consensual sex

- With prisoners

Abusive relationships

- Forced sexual activities
- Abuse of power

Trafficking

- Drugs and mobile phones
- Other contraband

OHP 5

How to report something you believe is wrong

- Through your line manager
- Directly to the designated manager at your establishment.
- Directly to PSU's reporting wrongdoing hotline;
Telephone number 01527 544777
- Directly to the PSU's Confidential address;
HM Prison Service, PO Box No 10656, Redditch, B97 6ZU

You should normally report any wrongdoing to your line manager, unless you believe that there is good reason not to do so. (E.g. if you believe that your line manager is somehow involved)

You could report any wrongdoing directly to the manager responsible for running the professional standards system at your establishment (their name should be available on a board giving information on professional standards).

Prison Service system for reporting wrongdoing

OHP 6

*PSO 8460 notes that **failure** to report serious misconduct by other members of staff is in itself an offence against the Code of Conduct and Discipline. **This is reinforced in PSO 1215.***
