

**Dovetail
& Slate**

SAFETY & PRISON SECURITY

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Safety and Security Precautions.

Prisons are designed with safety and security as top priorities. While the environment is controlled, being alert and following some fundamental precautions enhances both your safety and the overall security of the institution.

- Look for the “green bell” push alarms along walls in rooms and corridors. These alarms are your immediate lifeline in case of an emergency. Familiarise yourself with their locations before starting any activity.
 - Always plan your workspace and interactions with prisoners near a clear, barrier-free evacuation route.
 - Never work, meet, or be alone with a prisoner.
 - If you feel threatened, press the “green bell” push alert and, if possible, leave the room. This alert will summon immediate assistance from jail officials.
 - In the event of conflict among prisoners, evacuate immediately to a safe location. Activate the nearest “green bell” push alarm as soon as it’s safe to do so. Under no circumstances should you intervene.
 - Familiarise yourself with the evacuation protocol in case of a fire alarm. Ensure you understand the steps to safely escape.
- Never enter a prisoner’s cell or lodging area. If you overhear communications that could impact security, report it to a staff member immediately.
 - Do not disclose any personal information, such as your address or phone number.
 - Refrain from discussing any aspect of prison, including prisoners, prison employees or the prison environment, as doing so is a criminal offence.
 - Report any instances of smoking or drug usage by prisoners to a staff member, who will follow proper security and reporting procedures.



General Advice

- Always carry appropriate forms of identification to enter the prison. Check with your point of contact for specific requirements.
- You must be accompanied or escorted at all times.
- Attend a security induction if you will be visiting the prison frequently.
- If you have any security concerns during your visit, seek advice from a uniformed officer, Novus manager, or colleague.

The list below contains some basic instructions that you must follow.

- Depending on the specific prison, personal smoking items may or may not be prohibited. Confirm with your point of contact beforehand.
- Personal belongings, handbags, and work bags should never be left unattended.
- Strictly adhere to a “no touch” policy during meetings with prisoners.
- Avoid enquiring about a prisoner’s offences or engaging in such discussions.
- Prohibit alcoholic beverages, drugs, and mobiles from entering the prison for any reason.
- Refrain from agreeing to perform tasks for a prisoner outside the prison, such as making phone calls or posting letters.

Social Media Etiquette

- Exercise caution when posting about your visit online, even on closed profiles or groups.
- Always consider the potential consequences and legal implications of your posts.
- Remember that you are solely responsible for everything you post online.
- Do not disclose any information related to the prison or prisoners.

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