What happens in Prison
Important information for new prisoners

Leaflet 1: Arriving and your first days in prison

EasyRead version
This is an EasyRead leaflet about your stay in prison.

There are 10 leaflets in this series.

**Leaflet 1** Arriving and your first days in prison

**Leaflet 2** All about Apps – the forms you need to fill in

**Leaflet 3** Visitors

**Leaflet 4** Phone Calls

**Leaflet 5** Letters and emails
Leaflet 6 Money

Leaflet 7 Food

Leaflet 8 Good and bad behaviour

Leaflet 9 Keeping well

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When we use difficult words we put them in **Bold** and tell you what they mean.

We also have a **What the Words Mean** section at the end of Leaflet 1.
When you first arrive at Prison

You will be taken to a place to get booked in. This is called **reception**.

Prison staff will ask you for your details.

They will:

- search you
- give you prison clothes
- make a list of everything you have with you.
You might be able to keep some of your things.

The rest of your things will be kept safe until you leave prison.

You will be allowed to make one phone call.

You can have a visit from your family in the first 3 days.

They need to ring the prison and book, saying it is a first visit for a new prisoner.
Prison number

You will be given a prison number.

This number will stay the same, even if you move to another prison.

It helps prison staff know where you are.

Your family and friends will need your prison number to get in touch with you.
Learning about what happens in Prison

You will be helped to learn what happens every day. This is called induction.

It is done by staff who are used to supporting new prisoners.

This happens in the first few days or weeks if you are a new prisoner.

You can find out about the prison rules and what happens.

You can meet other prison staff including health staff and the chaplain who can help you with your faith.
You will meet some prisoners who are trained to help other prisoners.

Different prisons have different names for them, so they could be called:

- Peer Supporters
- Peer Partners
- Buddies
- Helpers
- Listeners

Here we call them **Buddies**.

This could include helping you to read or fill in forms.
Your cell

You will be told which cell is yours.

You should tell the prison staff if you have any problems getting around.

This could include:

- climbing stairs
- getting into a bunk bed
- showering
• using the toilet.

This will help them to make sure your cell is the right one for you.

You may have to share your cell with another prisoner.

Tell the prison staff if you have any problems with the person you share with.
Do you need extra help?

Prison staff will ask you if you have a disability.

They will ask if you need help with reading and writing.

It is up to you to tell prison staff if you need extra help.

They will look at how they can give you the help you need.

They will try and find courses and things to do that will suit you.

If you do not tell prison staff they will not be able to give you the help you need.
What the words mean

**Reception** - the place where you get booked in when you arrive at Prison.

**Induction** - when you are helped to learn what happens every day in Prison. It is done by staff who are used to supporting new prisoners.

**Chaplain** - the Prison staff member who can help you with your faith.

**Buddies** - prisoners who are trained to help other prisoners.

**Apps** - forms you need to fill in if you want something.

**General Apps** - Apps for everyday things.

**Visitor Apps** - Apps for if you want a visit from your family or friends.

**Telephone Apps** - Apps to add phone numbers to your account so you can ring them.

**Activities Apps** - Apps that let you choose from the different things you can do.

**Activities** - the different things you can do in Prison.

**Healthcare Apps** - Apps for if you need to see the doctor or nurse.

**Visiting Order** - a notice which tells you the date and time your visitors can come and see you.

**Identification** - a paper that shows who you are, like a passport or drivers licence.

**Phone Account** - an account you pay money into, to pay for your phone calls.

**Association time** - time when you are out of your cell and can move around more.
What the words mean

Private Cash Account - an account for money that is sent to you from family and friends.

Earnings Account - an account for any wages you are paid for work in prison.

Spends Account - an account for money you can spend through the Canteen App.

Canteen App - an App you fill in to buy things each week.

Menu Sheet - a sheet you fill in to say what food you want to eat.

Incentives and Earned Privilege Scheme (IEPS) - a scheme where you can earn privileges if you behave well.

Privileges - extra things you can get in prison if you behave well.

Adjudication or Disciplinary Meeting - a meeting which is held to decide what to do if you break the rules.

Sexual Orientation - if you are gay, straight or bisexual.
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