Prisoners Handbook

Your guide to help during your time in Prison
About Hull Prison

Hull Prison is a category B, male only prison.

Hull Prison is in East Yorkshire, in the City of Hull. It is just outside the City centre, very near the Port of Hull.

Getting there on public transport
There are 2 local bus services which stop outside the prison. The bus service numbers are 76 and 77. The nearest train and bus station is Hull Paragon Interchange.
Your First Day

First you will go to the prison reception.
Prison staff will help get you ready to spend time in prison.

A Prison Officer will do some checks and give you some important information.

Identity check

You will have your picture taken.
You will have your fingerprints scanned.

Prison identity card

You will be given a prison number and identity card.
Keep this safe with you in prison. You will need it every day.

Your belongings

All your things will be searched and recorded.
Some things may be taken off you and kept safe until you leave prison.
Searches

A Prison Officer will search you when you come to prison.
You will have to take off some of your clothes.
You will be given prison clothes if needed.

Health check

A Nurse will check your health and ask how you are feeling. Tell them if you:

- Have any health problems
- Are feeling low
- Take any medication

If you have brought your medication to prison with you, you will get it after you are taken to the induction wing.

You must tell the Nurse if you have not brought your medication to prison with you.

History of Drug and Alcohol use

The Drug and Alcohol Service will:

- Ask you questions about how you use drugs and alcohol
- Offer you help to beat an addiction
Emotional help
If you are feeling low, you can ask for a 'Supporter' who can help you talk about your feelings.

Phone call
You will be able to make a phone call to your family or legal advisor. If you are not allowed, an Officer will call someone for you.

Your contacts list / 'PIN' numbers
To add a contact, you need to know the person's name, address, and date of birth.
It can take a week to add them to your list of contacts.

First night Pack
You will be given some toiletries, bedding, and a meal for your first night.
You can ask to get a shower if there is time before you go to bed.

Borrowing and lending things
When in prison, do not borrow things from other prisoners. This can get you into debt.
If you get in debt, prisoners may hurt you or make you do things you don't want to do.

Your first night
You will sleep in a temporary cell. You may have to share it with another prisoner.
Staff will check you are safe during the night. You can use the call bell in an emergency.
Your Second Day

Next day, you will be told about people who can help you in prison and rules you need to follow. These will help you adjust to life in prison.

**Second health check**

You will have a follow up health check with a Nurse. This will be longer and get more details than your health check yesterday.

They will:

- Do a full physical check
- Ask you to give a urine sample
- Ask about your medical history
- Ask whether you need to see:
  - An Optician
  - A Dentist
  - A Sexual health advisor
- Ask if you eat a special diet
- Ask if you have any outstanding hospital appointments
Staff who can help you:

**Prison Officers**
A Prison Officer can help you with any problems, and help you make a complaint if you feel you are treated badly.

**Healthcare Team (Doctors, Nurses, Assistants)**
You can talk to them if you have any physical or mental health problems, and if you are feeling worried or upset.

**Chaplain, Imam, Priest**
These are religious people you can talk to about anything. They will not judge you. You do not need to be religious to talk to them.

**The Samaritans**
You can telephone the Samaritans at any time, for free, when you are feeling upset or worried.
Ask a Prison Officer for a telephone you can use.
Phone: 08457 90 90 90

**Drug and Alcohol service**
This is a free service in prison. They will help you stop taking drugs or alcohol.
They can offer you help on your own, or as part of a group.
Ask a Prison Officer for a drug and alcohol referral form. They can help you fill it in too.
Prisoners who can help you:

'PID' Workers
(Prison Information Desk Workers)
'PID' Workers can give you more information about life in prison. 'PID' Workers wear a red t-shirt so

Health Reps
Attend meetings and can pass on your concerns about prison Healthcare.

Care Buddies
Will help prisoners with physical and mobility problems.
They can help with cleaning duties, carrying things, and getting around.
They will not help with bathing and toileting.

Befrienders
Can help you with general prison life. If you have any questions or worries about anything, you can talk to them.

Supporters
Supporters are prisoners trained to help you with difficult emotions and if you feel like hurting yourself.
Rules

Rules help keep you safe.
If you follow the rules you will earn privileges.
If you break rules you will be punished.
Ask an Officer if you do not understand any

Bullying, Racism, and Discrimination
Do not hurt anyone, say mean things, or scare people.
Do not take or damage other peoples things (including prison property).

Forbidden items
Drugs, alcohol and mobile phones are forbidden.
Only take drugs prescribed to you by Medical Staff.
Do not give someone else your medicine.
Do not wear black clothing, because Prison Officers wear a black uniform.

Smoking
Smoking is only allowed in your prison cell and the exercise yard.
Hull Prison will be smoke free by 2018. This means only e-cigarettes (vapes) will be allowed in prison.
You will be offered lots of help to stop smoking.

Hygiene
Keep your body clean and wear suitable clothes.
Keep the prison and your cell clean and tidy.
Incentives and Earned Privileges (IEP) Scheme

When you come into prison, you will be given an ‘IEP’ rating. If you have a higher ‘IEP’ rating, you can enjoy more rewards. If you have a lower ‘IEP’ rating, you will not be allowed some of the things you enjoy.

**Enhanced level**
This is the highest rating you can get. This means you will get the best rewards and privileges.

**Standard level**
This is the level of most prisoners. You will be allowed some more things you enjoy. You can reach this level fourteen days after coming to prison if you follow the rules.

**Entry level**
This is the rating you will get when you first come to prison. You can get more rewards by following rules.

**Basic level**
This is the lowest rating you can get. You will get this rating if you break rules often or very seriously. If you have this rating, you will get very few things you enjoy.
Privileges / Rewards

You can earn privileges by:

- Behaving well and following the rules
- Helping other prisoners and staff

Some of the things you can earn:

A television
You may be allowed a television in your cell.
You will be charged £1 each week, or 50p each week if you share a cell.

More visiting times
Your family and friends will be able to visit you more often.

More money
You can earn more money by working.
You can spend more money on things you want from the canteen.

More time out of your cell:

- To socialise
- To exercise
Punishments

The type of punishment you get depends on:

- What rules you broke
- How serious your offence is

Some types of punishment:

**Removal of your cell television**

Your television can be taken off you for up to 42 days.

**Fewer visiting times**

Your family and friends will not be able to visit as much.

**Less money**

Some of the money you earn is taken away for up to 84 days.

You will pay the full cost to repair or replace any prison property you damage. This can be a lot of money.

**Less time out of your cell to socialise or do activities**

You may be locked in a cell on your own without seeing other prisoners for up to 21 days.

This is called “Cellular confinement”
Daily Life in Prison

Once you have answered all the staff’s questions, you will be moved to a new prison wing and a permanent cell.

You may have to wait a couple of days until there is a space for

Your cell (room)

A suitable cell
You may have to share your cell with another prisoner.
You should tell an Officer if you have problems with the person sharing your cell.
You should tell an Officer or a Nurse, if you have mobility problems making it difficult for you to access your cell.

What you can keep in your cell
Staff will tell you what things are allowed in your cell.
You can keep things like: Books, religious items, and a music player.
You can earn the right to keep some things by following the rules.

What you are not allowed
Prison staff will tell you what you are not allowed.
Staff will search your cell for banned items.
You will be punished if you have drugs, alcohol, or a mobile phone.
### Food

**Eating meals**
You will eat your meals in your cell.

**Weekly food menu**
Every Wednesday you will choose all the meals you want to eat for the week ahead. You should ask staff for help if this is hard for you.

**Dietary requirements**
You should tell staff if you need a special diet or have any problems with the food.
The menu has pictures showing you the main ingredient in each meal.

### Exercise

A Prison Officer will tell you where, and how often, you can exercise.
You will be able to go outside to the exercise yard most days.

### Library

Once a week you can visit the prison library to:
- Read books
- Borrow books
- Read newspapers
- Read magazines

### Prison shop (Canteen)

Every Wednesday, if you have money in your prison account, you can buy items you want from the canteen list.
You will have to wait until Sunday (four days later) to get the things you buy.
Time out of your cell (Association)

This is when you are allowed out of your cell to do things that you want to do. You can use this time to:
- Spend time with other prisoners
- Speak to a 'PID' Worker and fill in any 'apps'
- Exercise
- Have a bath or shower
- Use the prison phone to call family or friends

Visiting times

These are the days and times your family and friends can visit you

<table>
<thead>
<tr>
<th></th>
<th>General Prisoners</th>
<th>Vulnerable Prisoners</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Morning</td>
<td>Afternoon</td>
</tr>
<tr>
<td>Monday</td>
<td>No Visits</td>
<td>2:15 until 4:15</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:15 until 11:30</td>
<td>2:15 until 4:15</td>
</tr>
<tr>
<td>Friday</td>
<td>9:15 until 11:30</td>
<td>No Visits</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:15 until 11:30</td>
<td>No Visits</td>
</tr>
<tr>
<td>Sunday</td>
<td>No Visits</td>
<td>2:15 until 4:15</td>
</tr>
</tbody>
</table>

Your Lawyer can visit you everyday in prison except Saturday and Sunday. The times for legal visits are:
- In the morning: 9:00 until 11:00
## Work

You will need to work whilst you are in prison unless you are on remand.

You will be paid for the work you do.

The work you do will depend on your skills and what work is available.

There may not always be jobs you can do.

## Education

You will have to go to English and Maths classes unless you already have a basic level qualification in Maths and English.

There are other classes you can do which will help you learn new things.

Some of the classes are:

- Cookery
- Woodworking
- Building
- Graphics/Printing
- General Maintenance

There are lots of other classes you can join. Ask an Officer for a full list of courses you can do.

Your new skills can help you to get a job and manage your money better, when you leave prison.
A Normal Day in Prison

This is an example of things you might be doing during a normal week day (Monday to Friday) in prison.

8:00
Cell door unlocked. Breakfast time

8:00-8:20
Morning medication

8:30
Move to work or education

8:45
Roll check- if you are not at work or education, you will be locked in your cell.

11:30
Return from work and education

11:40
Lunch time
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:20</td>
<td>Lock up for lunch time roll check</td>
</tr>
<tr>
<td>13:30</td>
<td>Move to work or education</td>
</tr>
<tr>
<td>14:00</td>
<td>Roll check— if you are not at work or education, you will be locked in</td>
</tr>
<tr>
<td></td>
<td>your cell.</td>
</tr>
<tr>
<td>16:20</td>
<td>Return from work and education</td>
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<tr>
<td>16:30</td>
<td>Tea time and association</td>
</tr>
<tr>
<td>16:30-17:00</td>
<td>Evening medication</td>
</tr>
<tr>
<td>17:00</td>
<td>Locked in your cell for the night</td>
</tr>
</tbody>
</table>

On Saturdays and Sundays the routine is similar to this. The only difference is there is no work or education. You will spend the extra time in association.
How to get an appointment
You will need to fill in a form ('App') asking for a health appointment. You should write why you want an appointment and what the problem is. This will be kept confidential. This form should be put in the blue health collection box on the wing and will only be seen by Healthcare staff. You will be told when your appointment will be, it is important you go to it. You must tell staff if you cannot go to your appointment.

The Healthcare Team
There are lots of professionals who can help you with different problems. You can talk to them about any health problems including feeling low, and wanting to hurt yourself.
People in the Healthcare Team are:
• Doctors • Nurses • Dentists

There are other Healthcare professionals who visit the prison to run clinics as well. These are:
• Opticians • Psychiatrists • Physiotherapists

If you have any worries or concerns, ask a Prison Officer or 'PID' Worker for help.

The Healthcare Team will help you look after your health.
**Ordering your medication**

To get your repeat medication, you must fill in a health form and put it in the collection box.

This has to be done a minimum of four working days before your medication runs out.

If you do it later than four working days, you may not get your medication in time.

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**Picking up your medication**

Medication is given out at the same times every day. If you are not at the medicine hatch at these times you will not get your medication that time.

To collect your medication you must show the Nurse your prison ID Card.

You will not get your medication without showing your ID Card.

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**Dental services**

You need to fill in a health form to see the Dentist.

You can ask to see the Dentist if your teeth hurt or you need urgent mouth care.

You may have to wait a long time for an appointment if the problem is not urgent.
The Drug and Alcohol Recovery Service (DARS)

The Drug and Alcohol Service will help you stop taking drugs and drinking too much alcohol.
If you want help to stop using drugs or alcohol you can:
- Tell the Nurse when you first arrive in prison.
- Fill in a DARS form at any time during your sentence, and put it in the blue health collection box.
There are lots of treatment programmes you can choose from. You can decide whether you talk to someone on your own, or as part of a group.

Going to Hospital

If you have a very serious health problem you may have to be treated in hospital.

The Optician

An Optician visits the prison regularly to do sight tests and can provide NHS glasses.
You need to fill in a health form to see the Optician.
You cannot have an eye test if you are on remand.
You may have to wait a long time for an appointment.
The Mental Health Service

The prison mental health service can help you cope with difficult thoughts and feelings, and manage other mental health problems such as:

- Stress
- Anxiety
- Phobias
- Low confidence
- Low self esteem
- Dementia
- Depression
- Self harm
- Suicide
- Schizophrenia
- Bi-polar Disorder
- Personality disorders

To get help with your mental health you need to fill in a blue mental health form. It helps the mental health team if you answer all the questions on the form.

You can also ask a Prison Officer, GP, or Nurse to make a referral for you.

There are a range of treatments on offer, these will be talked about with you after your assessment.

The Psychiatrist runs clinics in prison regularly.

You may have to go to the Healthcare department to be assessed and get treatment.
This booklet has been produced with the help of prisoners.

A lot of the pictures have been hand drawn by Richard and Tommy. Thank you for this amazing contribution. It helps make this booklet really engaging.
A Prison Officer will check you understand your rights and responsibilities in this handbook.

I understand the information that was given to me in the reception process and this handbook.

I understand who I can ask for help and information whilst I am in prison.

I understand that my telephone calls and letters will be monitored whilst I am in prison.

I understand that I will be punished if I try to use social media whilst I am in prison.

I understand that I will be punished if I ask other people to use social media for me whilst I am in prison.

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**Prisoner Name:**

**Prisoner Number:**

**Signature:**

**Date Signed:**

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**Staff Name:**

**Job Title:**

**Signature:**