

## MANCHESTER INFORMATION NOTICE

I am pleased to inform you that the exceptional delivery model for domestic visits has now been received and we are finally now able to facilitate social visits commencing from Wednesday 16<sup>th</sup> September 2020 for family members and significant others only.

HMP Manchester's goal is to provide one visit per month for every man living at HMP Manchester for a period of 1 hour.

### Who can visit?

Visits will only be allowed by people who are symptom free, who have not been asked to self-isolate and who have not recently come into contact with anyone who has symptoms or is self-isolating. Visitors attending must live in the same household and must provide proof of this on their attendance. Visits will prioritise re-establishing face-to-face contact with **close family** members (or significant others)<sup>1</sup> this may comprise of one of the following grouping combinations only:

### Guidance on the amount and combination of domestic visits who are able to attend domestic Visits

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>A single adult</b> (aged 18 or over) who must be: a partner, parent, foster-parent, grandparent, carer, or significant other. <sup>1</sup>                                                                                                                                                                                                                                                                      |
|  | <b>Two adults</b> (aged 18 or over) who must be: two parents, two foster parents, two grandparents, two adult immediate relatives or significant other <sup>1</sup> , or a mixture of these (e.g. a parent and a grandparent), but all visitors <b><u>must live together as part of the same household.</u></b> <sup>2</sup>                                                                                       |
|  | <b>A single adult (aged 18 or over)</b> who must be: a partner, parent, foster-parent, grandparent, carer or adult close relative or significant other; <sup>1</sup> and <b>up to <u>two</u> dependent children</b> (e.g. son, daughter) of the person being visited<br>All visitors (adult and children) <b><u>must live together as part of the same household.</u></b>                                          |
|  | <b>Two adults</b> (aged 18 or over) who must be: two parents, two foster parents, two grandparents, two adult immediate relatives or significant other <sup>1</sup> , or a mixture of these (e.g. a parent and a grandparent); and <b><u>one dependent child</u></b> (e.g. son, daughter) of the person being visited<br>All visitors <b><u>must live together as part of the same household.</u></b> <sup>2</sup> |

On entry to the visit centre all visitors will be temperature checked, if a visitor's temperature reading is 37.8 or above, or visitors are displaying any COVID symptoms, entry to the visit will be refused.

<sup>1</sup> Significant others might include partners, carers or an individual on whom the person in prison relies on for emotional support.

<sup>2</sup> Where parents are not living together but are part of the same household bubble for a dependent child both parents will be allowed to visit

## When are the visits sessions?

### General Population

#### Main Visit Times - **Monday – Thursday**

P.M. - Domestic Visits - 13:45hrs to 14:45hrs - 15:30hrs to 16:30hrs

#### Main Visit Times - **Saturday**

A.M. - 09:00hrs to 10:00hrs - 10:30hrs to 11:30hrs

P.M. - 13:45hrs to 14:45hrs - 15:30hrs to 16:30hrs

#### Main Visit Times - **Sunday**

(P.M. only) - 13:45hrs to 14:45hrs - 15:30hrs to 16:30hrs

#### Rolling 4 week Social Visits Program

| Day    | Week 1<br>Session 1 | Week 1<br>Session 2 | Week 2<br>session 1 | Week 2<br>Session 2 | Week 3<br>session 1 | Week 3<br>Session 2 | Week 4<br>session 1 | Week 4<br>Session 2 |
|--------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Sun    | A wing              | H/I wing            | G wing              | C wing              | E wing              | D wing              | K wing              | B wing              |
| Mon    | G wing              | K wing              | A wing              | E wing              | B wing              | C wing              | E wing              | D wing              |
| Tues   | C wing              | K wing              | B wing              | K wing              | A wing              | H/I wing            | K wing              | C wing              |
| Wed    | D wing              | G wing              | C wing              | B wing              | D wing              | K wing              | A wing              | H/I wing            |
| Thur   | H/I wing            | D wing              | B wing              | G wing              | C wing              | E wing              | B wing              | D wing              |
| Week 1 |                     | Week 2              |                     | Week 3              |                     | Week 4              |                     |                     |
| Day    | AM 1                | AM 2                | PM 1                | PM 2                | AM 1                | AM 2                | PM 1                | PM 2                |
| Sat    | D wing              | H/I wing            | B wing              | C wing              | K wing              | D wing              | K wing              | G wing              |

(H wing, I wing and the HCC have been combined into one area)

#### Category A visits - **Monday – Thursday**

P.M. - Domestic Visits - 13:45hrs to 14:45hrs - 15:30hrs to 16:30hrs

#### Category A visits - **Saturday**

A.M. - 09:00hrs to 10:00hrs 10:30hrs to 11:30hrs

P.M. - 13:45hrs to 14:45hrs 15:30hrs to 16:30hrs

#### Category A visits - **Sunday (P.M. only)**

13:45hrs to 14:45hrs 15:30hrs to 16:30hrs

### **Process for men located at HMP Manchester who are “Shielding”**

To reduce the potential spread of the affection shielding visits will be facilitated within the closed visits department.

Shielding visiting times

Visit Times – **Wednesday and Thursday**

- P.M. - 15:00hrs to 16:00hrs

## MANCHESTER INFORMATION NOTICE

### Rules and Requirements required during the adapted facilitation of Visits

HMP Manchester has a duty to provide a safe and comfortable environment for all people attending visits. These requirements have been implemented to ensure the safety of all people attending visits and to address the potential further spread of the Coronavirus. Therefore all people attending visits **must** comply with these requirements and guidance/instructions provided on the day of the visit. Any breaches within these requirements will mean that the person will not be allowed to attend visits for a period of time. I fully empathise with the requirement of men living at HMP Manchester in relation to meeting their respective loved ones, therefore these requirements and guidance have not been implemented lightly but have been implemented to ensure and maintain the safety of all people attending visits.

- To ensure and to support the facilitation of a “staggered” entry and exit process, all visitors are required to attend the Visitor’s centre at least **30 minutes before the visit** is due to start. Once Visitors have “booked in” they will be guided by staff on when and how to attend the visit.
- All visitors of 11 years of age and above, are required to wear **face-coverings** (unless they can provide medical proof that they are except or guidance on medical issues) on arrival to the prison site (including the visitors centre), moving around the establishment and exiting the establishment but not when sat at the visits booth or unless people are requested to remove them for security reasons.
- The required **2 metre social distancing requirement** must be complied with at all times.
- Visits will be facilitated for the duration of **1 hour (1 x Visiting Order every 4 weeks)**,
- **Toilet breaks will not be facilitated** during the 1 hour visit period. Therefore people are advised to use the lavatory prior to attending visits. As any required toilet break within the 1 hour visit period will result in the termination of the visit.
- **Refreshments will not be available** in the visit hall until further notice.
- The **play area will not be open** and toys will not be available until further notice. Therefore children must remain seated at all times
- Unfortunately **physical contact** between the visitor and men located at HMP Manchester is totally **prohibited**. Any breaches of this requirement may result in the visit being ended, a warning being issued to the visitor/s and the person who the visitor has come to visit being placed on a 14 day isolation quarantine as per HMPPS guidelines.

### How are do I book a visit?

- The Uni-Link system will not be used to book a social visit,
- Each man located at HMP Manchester will be issued with a “Visiting Order” every 4 weeks.
- Once received the person will be required to record the name of the visitor who they wish to come and visit them. The named visitor/s must live within the same household and have proof of this. The named visitors must be recorded within the persons “approved visitors” log and must be combination requirement visitors recorded at the start of this notice,
- Following the completion of the Visiting Order, the person requesting the visit must post the Visiting Order to the relevant address of the visitor/s whom they wish to visit them at HMP Manchester,
- Once the visitor/s has received the visiting order they will be required to contact the Visits Booking telephone number on **(0161 817 5655/ 5656/ 5657)** to be allocated a visit,