HM Inspectorate of Prisons

Self-assessment report template

June 2021

# Introduction

HM Inspectorate of Prisons (HMI Prisons) has decided to include a narrative judgement about leadership in inspections of prisons for men and women and establishments for children. We have chosen to strengthen our inspection in this area because we believe the quality of leadership is one of the most important factors in driving improvement and ensuring better outcomes for prisoners. We want to use our reports to encourage effective leadership practice.

We have introduced a self-assessment report (SAR) to give leadership teams an opportunity to provide information that will help us to make judgements about the leadership of their prison. The SAR will provide one strand of evidence, but there will be others, including prisoner and staff surveys, data, documentation and our own observations. There will be opportunities to discuss all elements of the SAR, and to provide further evidence if necessary, during the inspection.

The SAR is a template with four sections which must be sent to the HMI Prisons inspection coordinator within three days of the announcement of an inspection. We hope that in due course governors may choose to use this document as part of regular business planning processes and it will therefore just need to be updated. This document replaces the governor’s written briefing requested by HMI Prisons in previous inspections.

Advice on how to complete the SAR is provided below. Please follow this carefully and if in doubt, speak with the HMI Prisons inspection coordinator. Each row on the template will expand as text is added. Please adhere to the word count guidance provided.

## Guidance for completion

The SAR has four sections:

1. **Vision**

Describe your overarching vision for the future of the prison. This will help us to understand where you plan to take the prison in the future and why some issues are prioritised over others. It will also help us to understand the extent of your ambition.

1. **Healthy prison tests**

Provide your assessment (in no more than 3,000 words) of the prison’s current performance in terms of outcomes for prisoners in the four healthy prison tests. Highlight both strengths and weaknesses. You do not need to provide a score.

This will tell us how well you know your prison, how well you understand our expectations and whether you can accurately assess your prison against them. We hope that your assessment will broadly match ours.

Avoid providing a large amount of text. Try to distil and summarise the main themes and evidence them with relevant data. For example, if you believe that self-harm has reduced since the last inspection, include a graph from the performance hub.

**3**. **Main priorities for the next year**

Describe up to six main priorities for your prison. We realise you may have a long list of priorities generated from various sources, including national targets and recommendations from external scrutiny. We want to know what you have determined to be your top six priorities.

This section will help us understand your strategic approach and how you have articulated your ambition for the establishment. It will also show us the quality of your improvement planning and how you are measuring progress. We will consider whether you have prioritised the issues that most affect outcomes for prisoners.

For each priority, please answer the following questions:

* **What is the priority?** State what you want to achieve in a few words, for example ‘reduce staff assaults’.
* **How do you know that this is a priority?** Provide a clear analysis of the problem backed up with data. For example, if you want to reduce staff assaults, you might provide details of the historical and current rates and compare this to similar establishments. What do other evidence sources such as surveys, consultation, complaints and scrutiny tell you about the causes of staff assaults?
* **How are you delivering this priority?** Describe in detail your plan to deliver improvement against this priority with clear targets, owners and timescales. Include any obstacles to delivery and say how you plan to overcome them. You may append detailed additional evidence, but you should still summarise the main points in this section.
* **How will you know you have succeeded?** Describe how you will evaluate the effectiveness of this plan. What is the benchmark for success and what targets have you set? Describe the criteria or metrics you will use to ensure you are heading in the right direction. What are the timescales? What will you see? By when? You may append detailed additional evidence, but you should still summarise the main points in this section.
1. **Progress against key concerns and recommendations (KCRs)**

Use this section to provide an assessment of the progress made against the KCRs (or main recommendations in older reports) from the last full inspection of the establishment. Use data and clear evidence to support your analysis of progress. This section will tell us if you have understood our recommendations and taken action to deliver better outcomes in the areas of greatest concern. If your prison did not receive any KCRs or main recommendations, leave this section blank.

## Self-assessment report: [Insert establishment name]

### [Insert date]

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| 1. **Vision** (250 words maximum)
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| 1. **Healthy prison tests** (3,000 words maximum)
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| **Safety** |
| **Respect** |
| **Purposeful activity** |
| **Rehabilitation and release planning** |

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| 1. **Main priorities for the next year** (six maximum)

For each priority please state: 1. What is the priority?
2. How do you know that this is a priority?
3. How are you delivering this priority?
4. How will you know you have succeeded?
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| **Priority 1** |
| **Priority 2** |
| **Priority 3** |
| **Priority 4** |
| **Priority 5** |
| **Priority 6** |

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| 1. **Progress against KCRs**
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| KCR 1 |  |
| KCR 2 |  |
| KCR 3 |  |
| KCR 4 |  |
| KCR 5 |  |
| KCR 6 |  |