



## Glossary of terms

All HMI Prisons' reports include a glossary of terms. However, if you find a term you do not understand, you should be able to find an explanation below.

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### Prisons and immigration detention

'Access to justice'	scheme enabling eligible prisoners to have laptop computers to assist their legal representations
ACR	automatic conditional release – applies to prisoners serving over 12 months and less than four years
Addaction	charity providing drug and alcohol services for adults and young people
ADAPT	Alcohol and Drug Addiction Prevention and Treatment
ADFAM	support group for families of substance misusers
ADHD	attention deficit hyperactivity disorder
AED	automated external defibrillator
Adult at risk	a person aged 18 years or over, 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (Department of Health, 2000)
Allocation	the process of deciding which institution to send prisoners to
Alpha	Christian faith course
APVS	assisted prison visits scheme
AQA	Assessment and Qualifications Alliance (accreditation body)
ARD	automatic release date – applies to prisoners serving less than 12 months
Association	time when prisoners are allowed to mix with each other outside their cells
Barnardo's	charity supporting vulnerable children
BID	Bail for Immigration Detainees
BOSS chair	body orifice security scanner

Bradley Report	2009 report on the experience of people with mental health problems and with learning disabilities in the criminal justice system. Read more online.
British National Formulary	a reference resource for prescribing, dispensing and administering medicines, available in printed form and online
C&R	control and restraint – used by officers and staff to physically restrain prisoners
Caldicott guardian	overseeing use and confidentiality of personal health information
Canteen	shop where prisoners can buy goods
Care experienced	previously ‘looked after child’. Describes a person who has experience of being in local authority care, regardless of their placement length, type or age
Care leaver	a young person who has been in the care of, or has been given accommodation by, their local authority (LA) for a period of at least 13 weeks before the age of 16
Care Act 2014	outlines obligations on local authorities, including the way they assess and define need, charge and pay for care, safeguarding, dealing with provider failure and transition of children to adult services
Care programme approach	mental health services for individuals diagnosed with a mental illness
Category A	prisoners on highest category of security risk whose escape would be highly dangerous
Category B	prisoners for whom the highest conditions of security are not necessary but for whom escape must be made very difficult.
Category C	prisoners who cannot be trusted in open conditions but who do not have the will or resources to make a determined escape attempt
Category D	prisoners who can be reasonably trusted to serve their sentence in open conditions
CCRC	Criminal Cases Review Commission
Challenge, support and intervention plan (CSIP)	Used by all adult prisons to manage those prisoners who are violent or pose a heightened risk of being violent. These prisoners are managed and supported on a plan with individualised targets and regular reviews. Not everyone who is violent is case managed on CSIP. Some prisons also use the CSIP framework to support victims of violence.
Children with restricted status	any child or young adult prisoner convicted or on remand whose escape would present a serious risk to the public, and who is required to be held in designated secure accommodation
Children’s Right Service	charity supporting vulnerable people
Chromis	programme to reduce violence in high-risk offenders who are highly psychopathic
CITB	Construction Industry Training Board
Clear Approach	a programme developed by the Care Leavers Association designed to empower care leavers in the criminal justice system to take more control over their lives.
ClearSprings	provides bail and home detention curfew accommodation support
Community resolution	the resolution of a less serious offence or antisocial behaviour incident involving an identified offender (both youth and adult) through informal agreement between the parties, rather than progression through the criminal justice process
Comparator	used in HMI Prisons’ surveys; the comparator figure is calculated by aggregating all survey responses and so is not an average across establishments
Confidential access complaint	complaints about staff or which are particularly sensitive or personal
Confidential access phone calls	telephone calls which exempt prisoners from being monitored

Constant watch	takes place when the risk of suicide is deemed high and so the prisoner/child is directly observed by a specific officer for 24 hours a day.
COSHH	Control of Substances Hazardous to Health
COVAID	control of violence and anger in impulsive drinkers (offending behaviour programme)
county lines	gangs and organised crime networks exploiting children to sell drugs. Often these children are made to travel across counties, and they use dedicated mobile phone 'lines' to supply drugs
CPD	continuing professional development
CRI	Crime Reduction Initiatives charity
CRC	From May 2015, rehabilitation services, both in custody and after release, were organised through CRCs, responsible for work with medium- and low-risk offenders. The National Probation Service (NPS) maintained responsibility for high- and very high-risk offenders. Following a change in policy, all offender management was brought under the NPS on 28 June 2021.
Criminalisation	entering the criminal justice system
CSAP	Correctional Services Accreditation Panel
CSB	Cognitive Skills Booster (programme to reinforce learning from other offending behaviour programmes)
CSC	close supervision centre
CSCP	cognitive self-change programme
CSCS	construction skills certificate scheme
CSU	care and separation unit
CYP	children and young people
Datix	electronic health care reporting system
DBS	Disclosure and Barring Service (formerly Criminal Records Bureau checks)
DCR	discretionary conditional release
DDC	Deputy director of custody
DEAT	diversity and equality action team
Depaul UK	charity helping young people who are homeless, vulnerable and disadvantaged
Delphi	independent provider of drug and alcohol treatment
Democratic therapeutic communities	Democratic therapeutic communities (DTCs) provide an open living-learning environment for prisoners and staff. All members of the community (staff and prisoners) have a say in the running of the community, but equally they can expect to be questioned by the community on any decision.
DEPMU	Detainee Escorting and Population Management Unit
DID	Drink Impaired Drivers programme
Disclosure rights	information about when and how to disclose convictions when applying for employment
DLP	Discretionary Lifer Panel
DMS	detainee management system
DREAT	diversity and race equality action team
DSCC	Defence Solicitor Call Centre
DSPD	dangerous and severe personality disorder
DTO	detention and training order
DTTO	drug treatment and testing order
Dual diagnosis	mental health and substance misuse
Duke of Edinburgh's Award	charity enabling young people to develop skills for work and life
Duty of candour	a legal duty on hospital, community and mental health trusts to inform and apologise to patients if there have been mistakes in their care that have led to significant harm

Duty governor	governor in charge of routine operation of the prison
Dynamic security	where prison staff develop awareness of individual prisoner behaviour and risk, and use this understanding to help create a safe and secure prison.
ECDL	European computer Driving Licence
ECHR	European Court of Human Rights
ECL	end of custody licence
ECRL	early conditional release licence
ECV	earned community visit
E list	escape list
Email-a-prisoner	allows families and friends of prisoners to send emails into the prison
EMIS	electronic medical information system
Enabling Environment	Enabling Environments (EE) are awarded by the Royal College of Psychiatrists, in recognition of places to live and work that promote well-being through relationships and a sense of belonging, provide opportunities for growth, and value the contributions of all parties. Within prison such an environment can support hope, change, progression, and desistance as part of a rehabilitative culture.
Enhanced through-the-gate arrangements	in which prisoners are assessed for their level of need against specific areas and given a service at the right level to meet that need.
Fathers Inside	parenting skills course for prisoners
FGM	female genital mutilation
Formulary	list of medications used to inform prescribing
Fraser competencies	used to assess whether a child has the maturity to make their own decisions and to understand the implications of those decisions
Free-flow movement	allows prisoners to move about the site unescorted
Gate	the official controlled entry point to a prison
haram	non-halal
Helen's Law	2019 law placing a legal duty on parole boards to consider the cruelty of killers who refuse to give the location of a victim's remains when assessing their release
Heartstart UK	an initiative run by the British Heart Foundation that accredits and supports local groups set up to teach basic life support
Hibiscus	British charity working with foreign national prisoners and their families as part of the Female Prisoners Welfare Project
HOMES	Home Office manual for escorting safely – a restraint package developed specifically for transferring non-compliant immigration detainees. The package includes techniques to restrain detainees in the confined environment of an escort vehicle and aircraft.
ICAS	independent complaints advocacy service
ICCO	interception of communication commissioners officer
ICT	information and communications technology
IDAP	Integrated Domestic Abuse Programme
IDRMT	inter-departmental risk management team
IDTS	integrated drug treatment system
LP	individual learning plan
Induction	given to all prisoners when they enter prison
Insiders	prisoners who introduce new arrivals to prison life
IOM	Integrated offender management/International Organisation for Migration
IPP	indeterminate sentence for public protection
IPV	intimate partner violence
IQR	implementation quality rating – rating the quality of delivery of offending behaviour programmes
ISMG	Interventions and Substance Misuse Group
IS9I	authority to detain notification

ISP	indeterminate sentence prisoner (generic term referring to both life sentence prisoners and those serving indeterminate sentences for public protection)
ISSP	intensive support and supervision programme
Itemiser	a machine to test for the presence of psychoactive substances
JASP	juvenile awareness staff programme
JC+	Jobcentre Plus
JETS	Juvenile Estate Thinking Skills Programme
JR	judgment respited
JSMS	juvenile substance misuse service
Juvenile	prisoner under 18; child
Kainos	Christian charity providing 'challenge to change' offending behaviour programme
Kaizen Intimate Partner Violence (IPV)	a high-intensity programme to tackle domestic abuse
Keeping Children Safe	Home Office child protection training
Key worker scheme	the key worker scheme operates across the closed male estate and is one element of the Offender Management in Custody (OMiC) model. All prison officers will have a caseload of around six prisoners. The aim is to enable staff to develop constructive, motivational relationships with prisoners, which can support and encourage them to work towards positive rehabilitative goals.
Kinetic Youth	a social enterprise that delivers youth work within the justice system
Koestler Trust	art awards scheme for offenders, secure patients and detainees
Lammy Review	2017 independent review into the treatment of, and outcomes for, Black, Asian and Minority Ethnic individuals in the criminal justice system. <a href="#">Read it online.</a>
Lay observers	independent volunteers who check that prisoners escorted by private escort companies in England and Wales are treated decently
LED	licence expiry date
Listeners	prisoners trained by the Samaritans to provide confidential emotional support to fellow prisoners
MALRAP	multi-agency lifer risk assessment panel
Medical hold	a doctor's order used to keep a patient in the hospital [prison?] for medical reasons
Mental Capacity Act 2005	covers people in England and Wales who cannot make some or all decisions for themselves. 'Mental capacity' refers to an individual's ability to understand and make a decision when needed
Mental health crisis care concordat	a national agreement between services and agencies involved in the care and support of people in crisis, setting out how they will work together to ensure that people having a mental health crisis get the help they need
'Merton' compliant	the standard social services-conducted age assessment
Methameasure/Methasoft	computerised methadone dispensing
minor reports	a form of adjudication for lesser offences held by supervising officers, with appeals heard by custodial managers
MMPR	minimising and managing physical restraint
MQPL	measuring the quality of prison life survey
Nacro	crime reduction charity (formerly National Association for the Care and Rehabilitation of Offenders)
NASS	National Asylum Support Service
National referral mechanism	identifies, protects and supports victims of human trafficking
nDelius	CRC/NPS case management system
NEPACS	(formerly, North East Prisons After Care Society), charity promoting the rehabilitation of offenders
NDPDU	national drug programme development unit

Night san	cells without internal sanitation are fitted with electronic cell doors, which are controlled by staff to enable prisoners, one at a time, to access communal facilities
Novus	prison education provider from The Manchester College
Observation book	diary kept on residential units to record significant events
OCA	observation, classification and allocation
OCGs	organised crime groups
OGRS	offender group reconviction scale – indicating a predicted risk of reoffending
OMiC	The Offender Management in Custody (OMiC) model, being rolled out across the closed male prison estate, entails prison officers undertaking key work sessions with prisoners (implemented during 2018–19) and case management, which established the role of the prison offender manager (POM) from 1 October 2019. On 31 March 2021, a specific OMiC model for male open prisons, which does not include key work, was rolled out.
OMU	offender management unit
OST	opiate substitution therapy
Parkrun	a not-for-profit organisation supporting over 700 communities to coordinate free volunteer-led 5k and 2k events for walkers and runners
Passive handcuffing	used on detainees who are not aggressive
PECS	Prisoner Escort and Custody Services
PED	parole eligibility date
Pegging	system of ensuring that staff patrolling, usually at night, visit all areas
PEI	physical education instructor
Phoenix Futures	substance misuse service provider
PICTA	Prisons Information Communication Technology Academy
PID	prisoner information desk
PIL	patient information leaflet
PIN	personal identification number
PIPE	Psychologically informed planned environments (PIPEs) do not provide treatment but are an important element of the pathway for prisoners with personality disorder. PIPEs are specifically designed units which support prisoners to maintain behavioural change and make further progress in addressing offending behaviours through planned and structured activities. Staff on a PIPE have additional training to develop an increased psychological understanding of their work that enables them to create a supportive environment, which promotes the development of prisoners living there and facilitates progression.
Pro-social modelling	provision of consistent positive reinforcement of the expression of pro-social attitudes, values and behaviour; and the consistent challenging of antisocial attitudes and behaviour
PS	Psychoactive substances are either naturally occurring, semi-synthetic or fully synthetic compounds. When taken they affect thought processes or individuals' emotional state. In prisons, these substances are commonly referred to as 'spice'. For more information see <a href="https://www.gov.uk/guidance/psychoactive-substances-in-prisons#what-are-psychoactive-substances">https://www.gov.uk/guidance/psychoactive-substances-in-prisons#what-are-psychoactive-substances</a> .
PSI	Prison Service Instruction
PSO	Prison Service Order
PVO	privileged visiting order
Quantum	Prison Service intranet
RAPT	Rehabilitation of Addicted Prisoners Trust (runs accredited drug and alcohol interventions)

Reception pack	grocery packs which usually contain basic food and drink items such as tea, milk, sugar and biscuits
recovery champions	peers who provide information, advice and support
Resolve	cognitive-behavioural intervention for violent offenders
Resettlement consortia	strategic forums developed by the YJB to improve resettlement outcomes for young people I have never come across this, but should it be children?
Restraint minimisation plans	plans that detail any physical conditions that staff may need to be aware of in case force is used on a child.
Roll check	head count of all prisoners
Rule 35 of Detention Centre Rules	requires notification to Home Office Immigration and Enforcement if a detainee's health is likely to be injuriously affected by detention, including if they may have been the victim of torture
Rule 40 of Detention Centre Rules	removal from association in the interests of security or safety
Rule 42 of Detention Centre Rules	temporary confinement
Rule 45 of Detention Centre Rules	good order and/or discipline/ segregation for own protection
Rule 49 of Detention Centre Rules	authorises young adults to be segregated from the main population
Young Offender Rule 49	Young Offender Rule 49 enables managers to segregate any child who, by their behaviour, presents a risk to the maintenance of good order or discipline or who is themselves at risk of harm from other children.
SAMS	safeguarding and modern slavery
SARC	sexual assault referral centre
Secure Stairs	addresses the needs of children in secure children's homes, secure training centres and young offender institutions. This framework allows for a coordinated approach to assessment, sentence/intervention planning and care, including input from mental health staff regardless of previous diagnosis, as well as from social care professionals, education professionals and the operational staff working on a day-to-day basis at the setting.
Seetec	public and business service provider to the justice and other sectors
Shannon Trust	provides peer-mentored reading plan resources and training to prisons
SLA	service level agreement
SMART	systematic monitoring and analysing of race equality treatment (diversity monitoring) or self-management and recovery training (for substance misusers)
SMT	senior management team
SOTP	Sex Offender Treatment Programme
'Spoke' prisons	designated by HMPPS and the Home Office to hold foreign national prisoners, who have regular visits from Home Office staff
Spurgeons	charity supporting vulnerable children
SSAFA	the armed forces charity
STC	secure training centre
Stonham	charity providing bail and home detention curfew accommodation support
StreetDoctors	a charity which equips children most at risk of violence with the skills and confidence they need to act in a medical emergency. The sessions cover the medical consequences of violence, including the possibility of serious infection or life-changing injuries, and help children make the links between carrying a knife and the likelihood of them or someone they know getting seriously hurt

Successful intervention	(and/or 'adverse incident') refers, in police custody, to any incident which, if allowed to continue to its ultimate conclusion, would have resulted in the death, serious injury or harm to any person
Sycamore Tree	victim awareness course
SystmOne	electronic clinical information system
TAB	tackling antisocial behaviour
TACT	Terrorism Act 2000
Tarbiyyah programme	studies aiding prisoners in the correct interpretation of Islam
Tariff	the minimum time to serve, set by the court, before prisoners on IPPs can be considered for release
Therapeutic communities	A therapeutic community (TC) is a participative, group-based approach to long-term mental illness, personality disorders and drug addiction. As part of their pathway to recovery prisoners live together in a community that promotes positive relationships, personal responsibility and social participation, through group psychotherapy as well as practical activities.
Time out of cell	time out of cell includes any time that prisoners are out of their cells to associate or use communal facilities
Toe By Toe	a phonics-based approach to helping prisoners learn to read (usually delivered as part of the Shannon Trust reading plan)
Treasure Box	scheme in which prisoners can make toys, drawings and other small presents to send to their children
Trigger	(on ACCT) an event that might cause a prisoner to self-harm
Trigger offences	in police custody, particular offences that could indicate that the detainee has a substance misuse problem
TSP	Thinking Skills Programme (cognitive skills programme addressing offenders' thinking and behaviour)
Turning Pages	a reading programme created by the Shannon Trust, written specifically for adults (unlike its predecessor Toe By Toe) and delivered by peer mentors
Unannounced inspection	prison inspection carried out without notice to the prison
Venalink	medication dose compliance aid (or spell as trademark name)
Virtual campus	prisoner access to community education, training and employment opportunities via the internet
Virtual learning environment	computer system to help prisoners access external course materials and search for jobs
VO	visiting order – sent by prisoners to people they wish to visit them
Warning markers	indicators showing that a person has previously had a problem or posed a risk
YPSMS	young people's substance misuse service

## Police and courts

ACC	assistant chief constable
AMHP	approved mental health professional
APP	<i>Authorised Professional Practice</i>
Appropriate adult	independent individuals who provide support to young people and vulnerable adults in custody
Bailed to return	released from police custody on bail with an appointment to return to answer charges
Caution	A caution, which is not a criminal conviction, can be given to anyone aged 10 or over for minor crimes, provided that the offender admits the offence and agrees to be cautioned. The offender can be arrested and charged if they do not agree to the caution.
CDO	civilian detention officer or court detention officers
CDRP	Crime and Disorder Reduction Partnership



CDS	Criminal Defence Service
CJIP	criminal justice intervention programme
CJIT	Criminal Justice Intervention Team
CJLD	Criminal Justice Liaison and Diversion
CJLT	Criminal Justice Liaison Team
Concordat	Home Office concordat on children in custody
EDT	emergency duty team
ethnicity identifying markers	based on Census ethnicity codes, police are required to record this information under section 95 Criminal Justice Act 1991.
ICV	independent custody visitor
Niche	police records management system
Observation levels (police)	level 1 - general observation level 2 - intermittent observation level 3 - constant observation
Phoenix	police records computer
PND	penalty notice for disorder, a quick and effective alternative to deal with low-level, anti-social and nuisance behaviour.
PSRs	pre-sentence reports
Restorative justice	programmes where offenders consider the consequences of their offending for all parties and can offer an apology or reparation
Rights in custody	for detainees in police custody, the rights to have someone informed of their arrest, consult a solicitor and access free independent legal advice, and consult the PACE codes of practice
RUI	released under investigation
TAAS	The Appropriate Adult Service
Voluntary attendance	used usually, but not exclusively, for lesser offences, where suspects attend by appointment at a police station to be interviewed

## Drugs and medicines

Analgesics	painkillers
benzodiazepine	tranquilliser
Britlofex	lofexidine
buprenorphine	brand name: Subutex, Buscopan; an antispasmodic agent that reduces muscle movement
Co-codamol	pain relief
dihydrocodeine	brand name: DFI 18; pain relief
Gabapentin	antiepileptic medication
Glucagon	an emergency medication for diabetics
GTN spray	for angina
lofexidine	brand name: Britlofex; used to help with the physical symptoms of opioid withdrawal
loperamide	used to treat diarrhoea
mirtazapine	anti-depressant
Naltrexone	opiate-blocker
Naloxone	drug to manage substance misuse overdose
Nandrolone	anabolic steroid
pregabalin	an anti-convulsant
Risperidone	schizophrenia treatment
Subutex	brand name for buprenorphine, a heroin substitute
Tramadol	an opiate-based painkiller
Zopiclone	a hypnotic agent used to treat insomnia

## Health services

AED	automated external defibrillator
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BLS	basic life support training
CRHT	crisis resolution and home treatment teams
DAAT	drug, alcohol and assessment team
DPB	Dental Practice Board
DSA	dental surgery assistant
ELS	emergency life support training
G4SFMS	G4S Forensic Medical Services (UK) Ltd
GDC	General Dental Council
GMC	General Medical Council
GPhC	General Pharmacy Council
GUM	genitourinary medicine
HCA	healthcare assistant
HCO	healthcare officer
IAPT	improving access to psychological therapies
ILS	intermediate life support training
MHIRT	mental health in-reach team
MRSA	methicillin-resistant staphylococcus aureus
NICE	National Institute for Clinical Excellence
NMC	Nursing and Midwifery Council
NSF	national service framework
OST	opiate substitution treatment (i.e. medication such as Subutex and methadone)
PALS	Patient Advice and Liaison Services
PCT	primary care trust
PGD	patient group directions
PMHT	primary care mental health team
Primary mental health services	primary care services, such as the GP, for mild mental health conditions
PTSD	post-traumatic stress disorder
RCGP	Royal College of General Practitioners
RNA	Registered Nurse (Adult)
RMNH	Registered Mental Health Nurse
Venalink	unit dose compliance aid