

The Gloucestershire Piano Trust

SAFEGUARDING POLICY For Staff entering secure establishments

Policy Statement

The Gloucestershire Piano Trust is a Charitable Trust set up to support the work of performing artists in schools and prisons, educational activities for young musicians, commissioning new music, and recording music by little-known composers. Its core activities include running concerts in prisons and schools, as well as organising individual coaching and mentoring sessions for under-18s.

All performing artists or staff entering secure establishments on behalf of GPT should be aware of the following:

- The Gloucestershire Piano Trust (GPT) will tell you the appropriate form of identification for entry to the prison.
- You will always be accompanied/escorted by a prison officer or a key holder.
- If you are in doubt about security at any time during your visit, talk to the person you are working with or seek advice from a uniformed officer.
- Prisons are normally a safe, controlled environment where incidents are unusual. However, it is important to be aware and take some basic precautions to promote your own safety and maintain the security of the establishment.
- You should not work, meet or be alone with a prisoner.
- You should be aware and think about your safety and exit strategy. Always ensure that you are located close to a clear, barrier-free exit route.
- Look for “green bell” push alarms on the walls in rooms and corridors. Pressing the alarm summons help quickly in the event of an emergency/incident. Make sure you know or ask where the nearest one is before you commence an activity.
- If you feel threatened or unsafe in any way, press the “green bell” push alarm and exit the room if possible. The sounding of the alarm bell will prompt available prison officers to go to the source of the alarm to support and assist.
- If you hear a fire alarm, there will be an evacuation procedure. Make sure you ask about this and know what you have to do to exit safely in this event.
- Never enter a prisoner’s cell/accommodation area.
- You must not divulge any personal information such as your address or telephone number.
- You must not divulge any information about prisoners, prison staff or the prison environment.
- Never play the role of confidante. Before or after a prisoner/ex-prisoner shares a confidence with you (preferably before, but certainly after), be sure to tell him/her that you are legally obliged to report suspected abuse to the DSL and thereby to the authorities.
- If you overhear conversations that could compromise prison security or safety, or which threaten self-harm or harm to others, you must report it immediately to your prison contact who will advise you of any further action you need to take. You should also inform GPT as soon as practicable.
- If you know a prisoner, you must tell GPT immediately.

The following list provides some basic instructions you need to follow.

- Personal smoking materials may not be allowed in the prison you are visiting. Check first with your point of contact.
- Don’t leave personal possessions, hand bags or work bags unattended.
- When working in a prison, don’t agree to do anything for a prisoner outside the prison, such as make a telephone call or post a letter.
- In meetings, you and any prisoner must strictly adhere to a “no touch” policy.
- Never enquire about prisoners’ offences or engage in these types of discussion.
- Do not bring alcohol, drugs or mobile phones into the prison for ANY reason.

Please wear appropriate clothing when visiting a secure environment. Err on the side of caution as unwelcome inappropriate attention or comments from prisoners can be an unpleasant and often intimidating experience. Bringing a prohibited item into a prison can have serious consequences. For example, it is against the law to take a mobile phone into an establishment.

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Please familiarise yourself with the following prohibited items. This list is not exhaustive and additional requirements may be in place.

- Mobile phones
- Any electronic equipment, e.g., Kindle, iPad, iPod, earphones
- USB stick
- Alcohol
- Firearms, ammunition
- Matches
- Scissors
- Jewellery (only that which is worn)
- Glue/solvents
- Syringes
- Cameras
- Yeast
- Explosives
- Tin foil & clingfilm (even around food)
- Blu-tack
- Chewing gum
- Oversized sports bags
- Aerosols
- Suitcases
- Computer games/discs
- Rope
- Mains electrical items
- Knives (kitchen, eating) or any other weapon
- Large umbrellas

Please be aware of your posts on the internet and social media after your visit. Information you place on these platforms could potentially end up in the public domain and be seen or used by someone it was not intended for, even if it was intended to be 'private' or is on a closed profile or group. Please ensure you follow the prompts below:

- Do not disclose any information relating to the prison or prisoners
- Always think before you post
- Understand the legalities and potential consequences
- Remember that you are responsible for everything you post online

Policy last reviewed: May 2024

New review due: May 2025