

## QPC Resources

- ❑ PSI Faith and Pastoral Care 05/ 2016 for information about worship and faith provision, and pastoral care such as ACCT support and Statutory duties:  
[Prison Service Instructions 2016](#)
- ❑ QPC Handbook general advice about prison from a Quaker perspective:  
[Quaker chaplains' webpage](#)

## Sign-posting to Training and Support

Quaker courses - Equipping for Ministry, Going Inside: training and development for QPCs, Chaplaincy Retreat, QPC Annual conference: [Quaker chaplains' webpage](#) and [Woodbrooke Quaker Study Centre](#)

- ❑ Regional support and advice is available for any QPC by phone or email. Contact via [chaplainsupport@quaker.org.uk](mailto:chaplainsupport@quaker.org.uk) to be put in touch with your QPCC regional co-ordinator
- ❑ Prison Service chaplaincy training: Starting Out, World Faiths, Pastoral Skills and Counselling 1 & 2
- ❑ HMPPS Intranet - visit Chaplaincy HQ pages (via Support tab) Information includes Chaplaincy Handbook, Faith leaflets, information on Festivals, Chaplaincy HQ Bulletins current and past editions, best practice in working with volunteers.

Email feedback to the Chaplaincy Support officer:  
[chaplainsupport@quaker.org.uk](mailto:chaplainsupport@quaker.org.uk)



## QPC Annual Checklist

Reminders, essential procedures and links to useful information supporting your prison ministry

Please save for future reference

## QPC ANNUAL CHECKLIST

### Security and Safety

- ❑ **UP-DATES** Keep Friends House informed of any significant change to your role as a QPC from nomination through to laying down the role. Prompt communication helps us to support you. [chaplainsupport@quaker.org.uk](mailto:chaplainsupport@quaker.org.uk)
- ❑ **VETTING** Note the date when your vetting expires. Remind your Managing Chaplain 6-8 months ahead so that you can renew clearances in time. Start the process as soon as you receive the forms.
- ❑ **ASK FIRST** If you are uncertain about any procedure, ask a member of staff or speak to your Managing Chaplain. 'Silly' questions are better than unintentional mistakes!
- ❑ **SECURITY REPORTS** If you hear information which you think affects prison security or a person's safety, speak to a relevant member of staff and fill in a Security information report (IR) before you leave the prison or tell the Managing or Duty Chaplain who will do this on your behalf.
- ❑ **CORRUPTION PREVENTION** Ask about training for yourself and your volunteers so that you are aware of the potential for grooming and conditioning.
- ❑ **DATA SECURITY** You are not permitted to take personal details of a prisoner or any classified information out of the prison. If you send any other prison information to Friends House staff or other Quaker groups, it is advisable to mark it 'confidential'.
- ❑ **PUBLIC SPEAKING/PUBLICATION** You must obtain permission from the Governor before speaking or publishing about your prison work (including your annual report to your AM)
- ❑ **SOCIAL MEDIA** Avoid posting details about where you work or what you do on social media sites and take advice from *chaplaincy support* about any campaigning or activism while serving as a chaplain.
- ❑ **CONFLICT OF INTEREST** If you are involved in other areas of criminal justice, have contact with a former prisoner after release, or know a prisoner or prisoner's family, you will need to complete a Conflict of Interest document.
- ❑ **PRISON DATABASE** Enquire about access to 'Nomis' to read, make entries and check safety markers on prisoners with whom you have contact. It is important that your contact is recorded.
- ❑ **JOURNAL** Record every significant prisoner contact and number in the Chaplaincy's red journal.
- ❑ **ACCOUNTABILITY** QPCs are accountable to their own AM and represent Friends in that AM in the prison. QPCs are requested to offer a report annually to their AM. Some QPCs work in a prison located in another AM to their own, they are accountable to both AMs (see QPC Handbook p.10)
  - [Quaker faith & practice chapter 13.45 to 13.54](#)
- ❑ **GIFTS AND DONATIONS** Any permitted item you wish to bring in and leave in the prison (such as faith books, in-cell activities or biscuits) must be discussed beforehand with your Managing Chaplain, who in turn will discuss with security. Any such items must be for groups, never for an individual, and must be recorded in the Prison Gift Register, which may be in the Chaplaincy Office, online or with the Governor's Secretary. Any gift offered to you as payment for a talk about your prison work must also be recorded in the Register whether you accepted the gift or not.
- ❑ **PRISONER MEMBERSHIP** If you have a prisoner who wishes to come into membership, read these guidelines: [Prisoner membership minute \(link to internal document\)](#).
- ❑ **EX-PRISONER ATTENDING QUAKER MEETING** If you are supporting a prisoner close to release who wishes to attend a Quaker Meeting, see offenders documents in [QGroups safeguarding support for Quaker meetings](#).