



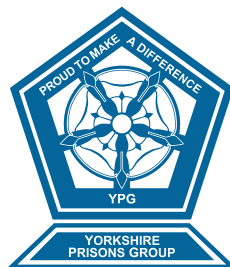
HM Prison &
Probation Service



HM PRISON
SERVICE

Public Sector Prisons

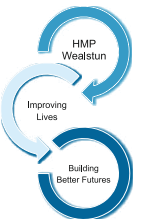
HMP Wealstun
Church Causeway
Thorp Arch
Wetherby
West Yorkshire
LS23 7AZ



HMP WEALSTUN



VISITOR INFORMATION BOOKLET





USEFUL CONTACTS

Action for Prisoners' Families Helpline	0808 808 2003
Adult Protection Services	0113 222 4401
Alcohol and Drug Services	0113 247 0111
APVU Helpline—Claiming Travel Costs	0845 300 1423
Carr-Gomm Floating House Support	0161 877 8847
Child Support Agency	0904 252 0055
Citizens Advice Bureau	0844 477 9788
Family Life	0808 800 2222
GASPED Helpline	0845 146 0002
HALT—Domestic Violence	0113 243 2632
Homestart	0113 244 2419
Immigration Advisory Service	0113 244 2460
NSPCC	0113 217 2200
One Stop Centre	0113 222 4404
STOP—Violence and Abuse	0113 244 6007
Prison Switchboard	01937 444400
Booking Office	01937 444599
Safer Prisons	01937 404474
Jigsaw Family Support Office	01937 444794
Jigsaw Family Support Office E-mail: FamilySupport.Wealstun@hmps.gsi.gov.uk	

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STATEMENT OF PURPOSE

Statement of Purpose

The Visitors Centre is here to provide friendly, independent, support, information and advice and healthy living activities for all communities associated with the Visitors Centre – families of prisoners, prisoners and ex-prisoners, prison staff and the local community. We aim to empower people and their families to make positive choices about their lives and lifestyle.

Our Aims

- Make the experience of visiting HMP Wealstun a positive one
- Create a safe and secure environment
- Recognise the importance of visits in enabling people to maintain family ties whilst in custody.

Decency

It is important that visitors, staff and prisoners maintain decent relationships. Therefore, we ask you to be patient and considerate when booking, entering and conducting your visits.



PRISON TERMS

Term	Description
Remand	Someone who is awaiting trial.
Convicted	Someone who has been found guilty and been sentenced.
JR'S	Judge's Remand—Someone who has been found guilty or pleaded guilty and is awaiting sentencing. These men are classed as being convicted.
VO	Visiting Order—These are no longer used, but you may still hear about them. This is a form sent to you in the post allowing you to visit a prisoner.
App	Application—Prisoners have to fill these in for nearly everything that they wish to do (e.g. Apply for courses, property, etc.).
Wing	There are 10 wings in HMP Wealstun lettered A-J. On arrival, everyone goes onto the induction wing. It is not unusual to be moved and this is nothing to worry about.
Landing	On each wing there are 3, 4 or 5 landings (floors), so when you see his location written down, it will tell you the wing, the landing and the cell number (e.g. B3-24 means he is on B wing, 3rd landing and cell number 24.
Canteen	The Prison Shop—Men are given a full list of what is available on a Saturday. They then complete an order form and their items are delivered the following Saturday. They can buy food, drinks, birthday cards, stationary, batteries and pin phone credit (this will go on their account on a Wednesday).
APVU	Assisted Prison Visits Unit—This system allows some families to claim back for travel expenses. www.gov.uk/helpwithprisonvisits

OTHER AGENCIES

Tempus Novo

Tempus Novo are an award winning charity that helps ex-offenders find sustainable employment regardless of criminal convictions.

We are committed to helping those who express a real desire to change and lead a crime-free life upon release. We primarily focus on employment opportunities for individuals upon release. Our work involves liaising with businesses and organisations based within the West Yorkshire area to help source and identify potential employment opportunities for individuals upon release.

If you are worried about yours or a loved one's job opportunities due to criminal convictions please speak to a member of Jigsaw staff.

For more information or contact:

Email: lauren@tempusnovo.org
Telephone number: 0113 203 2817

Tempus Novo
NEW TIME

SOCIAL VISITS

	Morning	Afternoon
Monday	09:00 - 11:00	14:15 - 16:00
Tuesday	09:00 - 11:00	14:15 - 16:00
Wednesday	No Visits	14:15 - 16:00
Thursday	09:00 - 11:00	14:15 - 16:00
Friday	No Visits	No Visits
Saturday	09:30 - 11:30	13:45 - 15:45
Sunday	09:30 - 11:30	13:45 - 15:45

You should arrive at Visitors Centre **at least 30 minutes** before your visit.

For seating purposes only, you may have **3 adults and 4 children** (if they are the prisoner's own children otherwise a maximum of 3 children allowed).

Booking a Social Visit

Telephone

The prison booking line number is open from:

- Monday to Friday 08:30 - 12:30
- Booking phone line: 01937 444599

This is the only line available to book a visit, and therefore can become very busy. We ask for your patience and co-operation during these times.

Please provide the **prisoners Name, Number and the prisoners date of birth** to assist in the booking of your visit. Due to the Data Protection Act, the prison are unable to book a visit without this information.

Online

You can book a visit online at any time by going to:

www.gov.uk/prison-visits

Follow the instructions on screen.

Please give **3 working days** for a response to your booking, you will receive a confirmation if the booking is successful.

If you've made an online visit booking request and haven't received a confirmation email within 1-3 working days, please email socialvisits.wealstun@hmps.gsi.gov.uk call 444599

lines open Monday to Friday 08:30 - 12:30.

No face to face bookings

Family Support within the Community (In to Out):

Jigsaw work in partnership with WYCCP to support families and their loved ones through their sentence and after release.

Jigsaw operate an outreach team who can meet with you in the community and assess what support you feel you need in helping you to cope with life whilst your loved one is in prison and after he is released.

Our outreach team can support you with:

- Housing
- Debt budgeting
- Volunteering
- Drugs and alcohol
- Healthcare
- Help with your children
- Education
- Emotional well-being.

Contact Number: 0113 2032770



SEND A PRISONER MONEY

Via Post:

Any amount of money can be sent in for prisoners. This can be in the form of a postal order made payable to '**HM Prison Service**'. Please write the following on the back:

- Prisoner's full name and number
- The sender's name and address.

The postal order should then be sent in an envelope marked for the prisoner to:

*HMP Wealstun
Church Causeway
Thorp Arch
Wetherby
LS23 7AZ*



Online:

Via bank transfer or debit card - It's the fastest and cheapest way to send a prisoner money. www.gov.uk/send-prisoner-money

Make sure you have the correct prison number and date of birth.

SOCIAL VISITS

Visits Information

Please note that visiting orders no longer exist. If you want to visit a prisoner you must be on his visits approved list which he will have handed in to the prison.

Please bring the **prisoners name, number** and the **prisoners date of birth** you are visiting with you to your visit.

Example of a prison number : **A1111AA**
Additionally, please bring a **£1 coin** for a locker.

Cancelling or Amending a Visit

You can cancel a visit over the telephone or by email, giving 48 hours notice of cancellation.

Visit Hall

Items you can take in to the visit hall:

- Identification
- Money (notes and coins are accepted)
- Nappy, wipes and Jarred baby food
- Medication.

All watches, scarfs and hats need to be taken off and put in a locker, unless they are worn for religious beliefs.



Identification:

Please remember that a visitor will not be allowed entry unless you have pre-booked your visit and All visitors to the prison **MUST** provide correct identification on every visit to facilitate entry into the prison.

You must have **ONE** of the following:

- An up to date photo driving license with correct address
- An up to date passport (passports that have expired will only be allowed for 6 months after expiry if you are still recognisable on the photograph)
- A citizen or validate card
- A concessionary bus pas issued by the local authority (e.g. disability or senior citizen)
- Employer or Student ID card up to date that includes a photograph of you and clearly shows your name and the issuing employer or educational establishment
- EC Identity Card

OR you must have **TWO** of the following:

- A birth or marriage certificate
- A foreign identity card or residents card
- Employer's pass or student ID without a photograph but clearly shows your name and the issuing employer or educational establishment
- Trade union or National Student's Union membership card
- An up to date tenancy agreement
- Foreign identity or resident's card
- Benefits letter dated within the last three months
- Utility bill

E-mail:

Email a Prisoner - www.emailaprisoner.com

You can email a prisoner via this website, you will need his name and prison number to do so. This is cheaper than sending a letter (30p per message). This can be done from anywhere and at any time of the day, this will be printed off and passed on to the prisoner the following day.



By Phone:

You are unable to phone the prisoner, they must be the one to contact you. The telephone system used in HMP Wealstun is a PIN-phone system.

If the prisoner's offences prevent him from contacting anyone he will not be able to make any phone calls until the numbers he wishes to ring have been checked by security. The prisoners are given a form to complete with the names, addresses and telephone numbers of up to 15 contacts they may want to phone.

***If their telephone list is not submitted within 24 hours they will have a bar put on their pin and there will be a delay before it can be re-issued ***

Letters:

There are no restrictions on how many letters a prisoner can receive
Photographs can be sent in.

- When you send in a letter to the prisoner, put the persons name and prison number on both the letter and the envelope
- Do not send in stamps for use by prisoners
- Letters are delivered in the afternoon
- Parcels cannot be accepted by post, everything must go through property
- Prisoners are entitled to a number of free letters per week (where they do not have to pay for postage). Convicted prisoners can send two free letters, remand prisoners can send three.

There is no internal post box at HMP Wealstun all post must come via Royal Mail.

Children (under 18 years)

All visitors under the age of 18 require ID to enter the prison. A birth certificate, passport or red book (children under 3 years of age) maybe used as identification for children.

All visitors under the age of 18 attending social visits **MUST** be accompanied by an adult.

Other Information

Only original documents will be accepted, faxes and items printed from the internet will not be accepted. Addresses and dates of birth must match exactly between all ID provided and information.

In setting the ID requirement it has been necessary to strike a balance between the need to satisfactorily establish identity of any visitors against preventing visitors entry to the establishment because they are not in possession of sufficient identity documents.

It is recognised that in exceptional circumstances, there may be occasions where visitors are genuinely unable to meet the ID requirements. In these instances, visitors should make a written application to the Governor explaining their circumstances. It should be noted that exceptional permission such as this will only be granted in advance of a visit, visitors should not expect exceptional permission to be granted on the day of the visit.

Please note: If you do not have the correct ID, you will not be allowed to visit.

HANDING IN PROPERTY

If you have any items of property to bring in you will need to drop them off at the visitors centre at HMP Wealstun, but only if the prisoner has submitted an application for the items 5 days prior to you bringing them in.

You will not be able to hand in property if there is no application. Convicted prisoners only have 28 days from imprisonment to have items handed in.

	Morning	Afternoon
Monday	09:00 - 11:00	13:30 - 16:00
Tuesday	CLOSED	CLOSED
Wednesday	09:00 - 11:00	13:30 - 16:00
Thursday	09:00 - 11:00	13:30 - 16:00
Friday	09:00 - 11:00	CLOSED
Saturday	09:30 - 11:30	13:30 - 16:00
Sunday	09:30 - 11:30	13:30 - 16:00

CLAIMING BACK TRAVEL COSTS

Anyone who is a close relative of a prisoner and is on a low income can claim back the cost of their travel to the prison through the Assisted Prison Visits Scheme.

You can apply online at:

www.gov.uk/helpwithprisonvisits



HOW TO GET TO HMP WEALSTUN

Taxi:

From both Leeds and York the journey time will be about 30 minutes and will cost between £20 to £30 if pre-booked. From Wetherby about £6 to £8, again if pre-booked.

Parking:

There is a large visitor's car park signposted as you approach the prison on the left hand side about 200 yards from the main gate. There are a limited number of disabled (blue badge required) parking spaces next to the Visitors Centre, just to the right of the main gate. There is no general parking here.

By Train:

The nearest Railway Stations are Leeds (about 12 miles) and York (about 15 miles).

Arriving at the Visitors Centre

The Visitors' Centre is signposted, with disabled parking bays directly in front of it (disability badge must be displayed).

Facilities available at the centre include:

- Toilet and baby changing facilities
- Refreshments
- A comfortable space to wait
- A free phone to call a taxi.

THE VISITS ROOM

When you enter the visits hall, you will be asked prisoner's name you are visiting, then you will be given a table number to sit at. The person you are seeing will be brought over after you have sat down. He will sit at one side of the table with visitors opposite. There are three chairs for visitors so, if you have children, they will have to sit on adults' knees.

Food and drink can be purchased from the visits Tea Bar. Hot drinks are served in cups with lids, for security reasons these lids need to stay on the drinks throughout the visit. Toilets and baby changing facilities are available in the waiting area outside the Visits Room.

There are CCTV cameras in use in the Visits Room and your visits can be terminated at any time by the Prison staff if your behaviour is not appropriate.



A maximum of **£40 per person** can be taken into the visit room to spend at the Tea bar.

Appropriate Dress Code

Due to the nature of the establishment you are entering, it is essential that staff and visitors adhere to an appropriate dress code. At HMP Wealstun it is considered to be **inappropriate** to wear the following types of clothing:

- Short/cropped tops that reveal naked midriff
- Low cut tops or shirts that unbutton to reveal cleavage or bare chest
- Vests (as a single garment)
- Mini-skirts that are shorter than knee-length and expose thighs
- Shorts that are shorter than knee-length and expose thighs
- All types of see-through clothing
- Head wear (other than for religious purposes)
- Clothing that is offensive in nature or displays discriminatory or inappropriate material
- Ripped clothing
- Cloaks, capes, scarves or other articles that could prevent staff from observing visitors and prisoners sufficiently.

If you are considered to be inappropriately dressed you may be refused entry to the establishment.



By Bus:

Service 770 Leeds-Harrogate via Wetherby runs half-hourly, 20 past and 50 past the hour from Leeds Bus Station (Monday to Saturday) and hourly (50 past the hour) on Sunday and takes you past the Prison gates.

The journey time is about 45 minutes. Monday to Saturday the return from the Prison into Leeds is again half-hourly, at 15 and 45 past the hour. Sunday the service is hourly, passing the gates at 20 past.

Busses from York (service 412), are generally 27 minutes past the hour from the stop outside York Railway Station Monday-Saturday (07:47, 09:27, 10:27 then 12:27, 14:27, 16:27) and take you into Wetherby Town Centre from where you would have to get a taxi/bus forward. There is NO Sunday service on this route.

By Car:

HMP Wealstun is 3 miles east of the A1, the nearest town is Wetherby.

From the south – Take junction 45 from the A1 directed to Wetherby / Otley. At the first roundabout take a left turn and shortly after at the second roundabout turn right, onto the A168 signposted Wetherby.

As you approach the town there are directions for Walton / Thorp Arch Trading Estate and these will take you to directions for the Prison.

From the North follow signs off the A1 for Wetherby / Racecourse and then pick up signposts for Thorp Arch Trading Estate/Walton and these take you onto directions to the Prison.

Jigsaw is a registered charity and, whilst they operate in partnership with the prison, are an entirely independent organisation. The service is funded by donations and grant funding.

At Jigsaw, we understand that prisoners' families are just as affected by imprisonment as prisoners are. Our family support workers are here to help you and also, where appropriate, refer you to organisations in the community who can help you to deal with those issues which can arise with a loved one in custody.

For example:

- Emotional stress
- Financial concerns
- Loneliness and discrimination
- Feelings of isolation
- Childcare concerns



Please feel free to contact us:

Email: FamilySupport.Wealstun@hmps.gsi.gov.uk

Telephone: 01937 444794

Toy Donations

Jigsaw are looking for any toys, books, colouring activities, jigsaws and dressing up costumes to help improve the children's play area in the visits hall.

If you have any you would like to donate please speak to a member of the Jigsaw team or just bring them along with you on a visit and hand them in to the tea bar. Thank you for your support.

Previous Prisoners

Any previous prisoners must write to the Security Governor for permission to enter the establishment. This is in line with HMP Wealstun commitment to reducing re-offending, reduce the positive mandatory drugs testing rate below 5% and our zero tolerance approach to drugs and violence.



Visit Entitlement

The prison runs an IEPS (Incentive Earned Privilege Scheme), which affects prisoners in different ways, linked to:

- The work that a prisoner does
- The property a prisoner can have
- How much money a prisoner can spend in the canteen
- The number of visits a prisoner is allowed

The following tables give details of visit entitlements for convicted prisoners under this scheme.

IEPS (Level)	Entitlement (Per month)
Basic	2 Visits
Standard	3 Visits
Enhanced	5 Visits

The Smuggling Of Illicit Articles Into HMP Wealstun Is A Criminal Offence.

Is It Worth It?

On entry to the prison you will be subjected to a 'rub down' search. This is very similar to the search at an airport. You will be asked to remove all coats and jewellery, including watches. Subject to the officer's discretion, we will also use the following:

- **The Wand:** This is a hand-held device that detects metal objects concealed on a person
- **The B.O.S.S chair:** This is a Body Orifice Security Scanner, which will locate metal items that are secreted on a person
- You may also be searched by a passive drugs detection dog.

If you receive positive indication from the passive drug detection dog your visit will be either not take place or take place in closed conditions and security will be informed

It is an offence to bring illicit drugs into the prison. If you are found to have brought illicit drugs into the prison. **we WILL call the police and we WILL press charges.**

You will also be liable for the following:

- Be banned for the prison
- After this, you may have your visits in closed, non-contact conditions.

Closed Visits: The prisoner will be in a booth with a clear glass panel between you and them, and there will be no physical contact.