



INDEPENDENT PRISON MONITORING APPLICATION FORM - GUIDANCE



HIS MAJESTY'S INSPECTORATE OF PRISONS FOR SCOTLAND

GENERAL

All applications must be submitted online, see the [HMIPS website](#). Applications can be submitted at any time as there is a rolling application window i.e. there is no deadline for applications.

You will be unable to submit your application without completing the mandatory questions. The 'Volunteer Equality and Diversity' section questions are optional.

MINIMUM REQUIREMENTS

This section sets out the minimum requirements. You must be able to answer "Yes" to this question. If you are unable to answer "yes" you are ineligible to become an IPM and we thank you for your interest.

ABOUT YOU

In this section you are required to provide the following information:

- Your full name
- Your date of birth
- Your home address
- Your email address
- Your phone number

YOUR SKILLS AND EXPERIENCE

Please provide a clear and concise summary of the skills that you think you could bring to monitoring in Scottish prisons, recognising the skills and qualities set out in the Recruitment Information Pack - overall you need to be open minded, a natural communicator, and able to exercise sound, objective judgement.

It is helpful to provide short examples to evidence your skills.

CONVICTIONS AND PENDING CRIMINAL OFFENCES

The application form requires personal information. Under the Rehabilitation of Offenders Act 1974, you must provide details of any spent convictions that you may have. Failure to declare any convictions may invalidate your application.

Cautions and convictions are not an automatic bar to appointment. Each application is judged on its own merits, taking into consideration the nature of the conviction / caution, the length of time that has elapsed since it occurred, and also any patterns of convictions / cautions.

If you are convicted of a criminal offence or are the subject of any court order after you have completed the form, and while your application is still under consideration, you must notify HMIPS by emailing prisonmonitoring@gov.scot.

CONFLICT OF INTEREST

All prospective IPMs are asked to declare any personal interest (direct or indirect) connections or obligations which could, or could be perceived to, influence their actions, decisions or judgement, or make it difficult for them to fulfil their duties fairly.

An extremely important requirement for Independent Prison Monitors is to perform duties impartially and objectively. It is therefore important that any potential conflict of interest is declared.

All prospective IPMs are asked to declare any personal interests (direct or indirect), connections or obligations which could, or could be perceived to, influence their actions, decision or judgement, or make it difficult for them to fulfil their duties fairly.

There may be a possible conflict of interest if, for example*:

- you, or a family member work for the Scottish Prison Service (SPS);
- you, or a family member work for the private prison HMP Kilmarnock (Serco Justice Services) or private prison HMP Addiewell (Sodexo Justice Services);
- you, or a family member work in or with a prison e.g. NHS, Criminal Justice Social Work anywhere in Scotland
- a member of your family is currently serving a custodial sentence within Scotland;
- you supply a service, have a business, or other interest within any of Scotland's prisons;
- you are currently employed by Police Scotland or the Scottish Police Authority.

*This is not an exhaustive list.

If you are in any doubt as to whether or not any relationship could cause a future conflict, please provide details to help us consider your application. Don't worry if you think you may have an actual or perceived conflict of interest – it doesn't necessarily mean that you can't become an IPM. Each case will be considered individually and may be further explored with you at interview stage, as to whether this might affect your ability to contribute effectively and impartially and how it might be handled if you are appointed.

PRISON ESTABLISHMENT

We ask all perspective IPMs to select which of the prison establishment(s) you would like to monitor. You can select as many as you wish and we encourage you to think about their location and how you would travel there.

If successful the prison an IPM is appointed to will be determined by need i.e. where more IPMs are required at a specific prison. However prison(s) you identified in this section will be taken into account where possible.

VOLUNTEER EQUALITY AND DIVERSITY (OPTIONAL QUESTIONS)

HM Inspectorate of Prisons for Scotland recognise the benefits of a diverse community of volunteers and are committed to being an inclusive organisation where everyone is treated with respect, dignity and where there is equal opportunity for all.

We are committed to eliminating discrimination from our recruitment and day to day volunteering practice. We will take steps to ensure that volunteers are recruited,

trained and developed on the basis of ability, the requirement for the role and the need to maintain an effective and efficient service.

To monitor our effectiveness and to comply with the obligations placed on us under equalities legislation, we collect and analyse the following information. All volunteers are requested to complete this form which will be used for monitoring purposes only and will be stored securely.

DECLARATION

Before submitting your application you are asked to confirm the following:

- that you have **read and understood** the recruitment information pack
- that you have **read and understood** the IPM privacy notice
- that you **confirm** that the information given in the application is true and accurate to the best of your knowledge and that you **understand** that any false statements or omissions may invalidate your application.

After entering your name and date there is one final question 'how did you hear about us' within before you submit your application. This question is simply to help HMIPS understand and improve our advertising strategy for recruiting IPMs.

SUBMIT YOUR APPLICATION

When you submit your application online an automatic message will appear to confirm your application has been submitted.

HMIPS will consider your application and will aim to get back to you within two weeks, and where your application has been successful invite you to interview.

After your have submitted your application if you have any questions please email prisonmonitoring@gov.scot.