



# Community Based Health & First Aid Prisons Programme

## Irish Implementation Guide

January 2019

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## Community Based Health & First Aid in Irish Prisons *An Overview*

### Introduction

Community Based Health & First Aid (CBHFA) *in Action* was originally designed by the International Federation of the Red Cross and Red Crescent Societies to be facilitated globally in communities in a simple and flexible way through the National Red Cross and Red Crescent Society of each of the 190 countries where the Movement is present

During the five year period 2009 - 2014, Community Based Health and First Aid (CBHFA) was introduced into all 14 prisons in Ireland and was the first country in the world to adapt this programme to a prison context. This was made possible through a partnership between the Irish Red Cross, the Irish Prison Service and the Education and Training Board. Groups of up to 24 'Special Status' Irish Red Cross inmate volunteers train in CBHFA during weekly sessions over a 4-6 month period in each of the prisons and actively contribute towards a healthier & safer prison environment as a result of their CBHFA volunteering.

CBHFA training, see Modules page 5, is delivered by teachers & nurses and other staff employed within the prison and having completed the community assessment module within the CBHFA programme, volunteers with the support of staff, work on a peer to peer basis raising awareness and implementing projects aimed at improving the overall health and wellbeing of prisoners in their community. Their activities are managed through each Prison's Community Health Action Committee which consists of representatives from all partners within the prison and the volunteers themselves and meet on a monthly basis, see page 24.

In advance of starting the programme in each prison for the first time, there is a one-day CBHFA Sensitization training workshop provided for the Red Cross team who will be working with the volunteers. This gives them an understanding of the programme methodology and content.

### Impact

The programme benefits the prisoner community daily plus staff and families of prisoners. Over 1000 Irish Red Cross volunteer inmates have been recruited since 2009 and roughly half of these completed the full course and graduated. The following is an example of projects promoted by IRC volunteer inmates in the different prisons with illustrations of some of their work:

IRC inmate volunteers provide instructions on good hand washing techniques and in many prisons a colour coded bucket & mop system has been introduced contributing to cleanliness and prevention of infection. They complete an accredited First Aid Course and carry out practical demonstrations around the prisons on CPR and the use of a Defibrillator

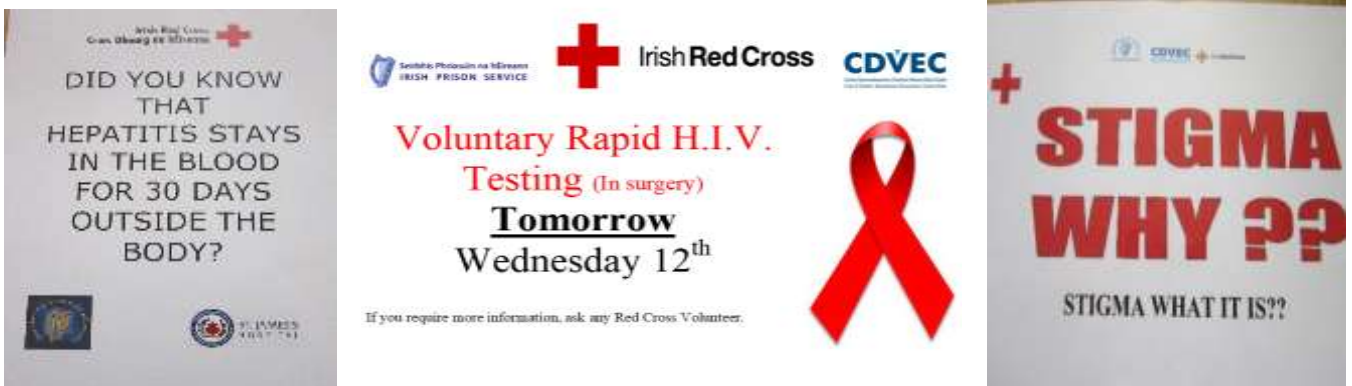


- Projects on TB, Seasonal Flu, Winter Vomiting Bug, Nutrition, Blood Pressure Checking and Cholesterol Awareness.
- Following Health Services Executive (HSE) training, volunteers facilitate Smoking Cessation Courses with good success.
- Information leaflets and support to new prisoners, How to Say No to Bullying.

- Awareness of Healthy Lifestyles, Non Communicable Diseases, Mental Health and Wellbeing Campaigns are ongoing



- HepC, HIV & AIDs Awareness and Anti Stigma Campaigns are promoted by volunteers with voluntary mass screening taking place in some prisons linked to St. James & Mater Hospitals and prison healthcare staff. Between 55% and 75% of inmates have presented for testing.



- Since running ongoing Weapons Amnesty Projects in a number of prisons, assisting management with an advocacy role through the volunteers, the results have shown over 90% reduction in cuttings with a weapon and 50% less assaults.



- CBHFA volunteer inmates have also assisted staff in designing a peer led 2-day Culture of Non Violence Course for Prison Communities which is associated with the Principles & Values Department of the International Federation of the Red Cross
- Overdose Prevention Programmes in association with Merchants Quay Ireland are facilitated by trained volunteers and other drugs related projects.





### Outcome & Evaluations

There is noticeable improvement in trust, communication and relationships amongst prisoners and with staff. The concurrent activities of classroom learning AND the implementation of projects ensures programme impact in the community.

Lessons Learned workshops are facilitated yearly to give CBHFA teams from each prison an opportunity to meet and share projects, learning and personal experiences, see Indicators of Personal Change page 6.

Volunteers provide evidence of impact about their work within their local community by conducting and analysing survey information. There is an awareness of the Red Cross and its Principles that was previously unknown.

### Awards for CBHFA in Irish Prisons

- Irish Red Cross Special Status Volunteers Award in 2016, 2017, 2018
- International Federation of Red Cross & Red Crescent Societies (IFRC) 2015 Volunteering Development Award
- Irish Institute of Training & Development Awards 2013, Winner of National Training Award
- Irish Healthcare Awards November 2012, Commendation Award for Best Public Health Initiative
- Bionmis Irish Healthcare Awards May 2012, Won Best Health Promotion Project
- World Health Organisation Award in 2011 for Best Practice in Prison Health

### Prison to Community

Following the achievements of the objectives of the first strategic planning period. The goal for the next few years is to strengthen the CBHFA programme in each prison whilst at the same time support the Prison to Community Phase and the reintegration back into society of CBHFA inmate volunteers. In this way, they can continue to volunteer in very specific contexts that best use their training and experience gained as an inmate Irish Red Cross CBHFA volunteer.



*Footnote: The Irish Red Cross agrees to have prisoners become special status Irish Red Cross (IRC) Volunteer Inmates within a prison. This is on the condition that on release from prison, if the volunteer wishes to continue volunteering with the IRC, they must apply in the normal way as a member of the public through membership application, and Garda (police) vetting forms. It will then depend on the nature of the criminal offence what action is taken in this regard.*

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For further CBHFA information & videos see Irish Red Cross website [www.redcross.ie/cbhfa](http://www.redcross.ie/cbhfa) or contact  
Carrie McGowan, Irish Red Cross CBHFA Programme Manager, Email [CMcGowan@redcross.ie](mailto:CMcGowan@redcross.ie)  
Graham Betts-Symonds, Irish Prison Service CBHFA Programme Director & IFRC CBHFA Master Trainer,  
Email [GXBetts-Symonds@IRISHPRISONS.IE](mailto:GXBetts-Symonds@IRISHPRISONS.IE)

## Community Based Health & First Aid

### Summary of Modules & Topics

**Modules 1: 4 topics. The Red Cross in Action Volunteer**

- The International Red Cross Red Crescent Movement's history and organizational structure, Emblems, Seven Fundamental Principles, National Red Cross Society and Community Based Health & First Aid (CBHFA) *in action* volunteer.

**Module 2: 5 topics. Community Mobilization**

- Communication and Building Relationships, volunteers identify groups and meet with potential partners for the CBHFA programme, implement an awareness-raising meeting to inform the community, promote CBHFA *in action* activities.

**Module 3: 8 topics. Assessment-based Action in My Community** (see page 21 for further details)

- Assessment of the community by volunteers through direct observation and Community Mapping, Seasonal Calendar, Community Focus Group Discussions, Interviews of Key Informants to identify and prioritize health, first aid and safety issues. Develop a CBHFA action plan, learn specific skills and knowledge based on needs identified during the assessment, report on activities in the community.

**Module 4: 20 topics. Basic First Aid Course**

- Volunteers learn how to assess, plan, implement and evaluate first aid for various injuries and illnesses and practice communicating injury prevention messages with members of their community.

**Module 5: 2 topics. Health & Mental Health**

- Mental Health Awareness and Wellbeing, Psychosocial supportive communication.

**Module 6: 3 topics. Community Mobilization in Emergency Health Response**

- Major emergencies and how that may affect the community, preventing and responding to epidemics.

**Module 7: 8 topics. Health Promotion, Disease Prevention & Communicable Diseases**

- Health promotion including Nutrition, Acute Respiratory Infections, Tuberculosis, Influenza, Diarrhoea and Dehydration. Disease Prevention through Immunization and Vaccinations Campaigns, Safe water, Hygiene and Sanitation. HIV and Sexually Transmitted Infections, Reducing Stigma and Discrimination. Volunteers support the community to adopt healthy behaviours.

**Module 8: 5 topics. Healthy Lifestyles**

- Non communicable diseases such as Cancer, Diabetes, Chronic Respiratory Infection and Cardiovascular Disease. Assessing NCD risk factors and healthy lifestyles action planning.

**Module 9: 2 topics. Overdose Prevention & Violence Prevention**

- Volunteers learn about Overdose Prevention highlighting the dangers of taking drugs.
- Preventing violence through partaking in A Culture of Non-Violence & Peace Workshop.

The projects that are undertaken by the Irish Red Cross Inmate Volunteer either emerge from the Community Assessment in Module 3, as a result of a Health Emergency that arises, or linked in with national health educational campaigns

## Attachment 2

### Indications of personal change through programme participation

#### Examples of the Guided Reflective Exercise undertaken by IRC volunteer inmates

<b>Think of a time in prison before you became a Red Cross Volunteer</b> What can I see, hear and feel about myself?	<b>Level</b>	<b>Think of a time since you have been working as a Red Cross volunteer in the prison</b> What can I see, hear and feel about myself?
I see a lot of inmates doing Red Cross and they introduce me as well	<b>Goals</b> What are my goals?	I'm proud of myself of being a volunteer of Irish Red Cross and want to continue after prison.
I'm always down, thinking of can I make it in prison?	<b>Identity</b> Who am I?	I have really changed from who I am when I first came to prison.
All my belief is in doing my time and learn something while I'm in prisons	<b>Beliefs and Values</b> What do I believe in and what is important to me?	To make myself available whenever I'm needed for volunteering.
I'm not very bold to express myself to any inmate before	<b>Capabilities</b> What am I able to do?	I'm bold to do some volunteer work, like going to landing telling inmates about the Red Cross.
My behavior was very bad before	<b>Behaviours</b> What am I doing?	My behavior is totally changed at the moment.
I feel not safe when I came into prison	<b>Environment</b> What is this place like?	I feel really safe now with the work of Irish Red Cross

To do this exercise you need to deeply reflect on yourself both before and after becoming an IRC volunteer and make some statements about how you feel about yourself and the place you live in.

<b>Before</b>		<b>After</b>
No goals	<b>Goals</b> What are my goals?	Since starting Red Cross my goal was to complete the course and pass on my experience to other prisoners.
Before starting – didn't know who I was. I was very shy especially talking in front of a group.	<b>Identity</b> Who am I?	Since starting I'm able to speak in front of a large group and not shy anymore.
I didn't believe in getting educated in prison	<b>Beliefs and Values</b> What do I believe in and what is important to me?	Now I believe it's important to learn and get educated whilst in prison because of the Red Cross
I wasn't capable of doing anything	<b>Capabilities</b> What am I able to do?	I'm capable of doing things for myself such as going to school, working and communicating with other people.
Unsure of the unknown	<b>Behaviours</b> What am I doing?	I find myself taking time out to talk and listen to other people
I was on a basic landing.	<b>Environment</b> What is this place like?	I'm on enhanced and the environment is much better

<b>Before</b>		<b>After</b>
To get off drugs. Girlfriend. Settle down within family.	<b>Goals</b> What are my goals?	My past goals are active
Nobody. Drug addict	<b>Identity</b> Who am I?	I have friends who are drug free, keeping fit. Caring person. Not violent anymore
Nothing	<b>Beliefs and Values</b> What do I believe in and what is important to me?	Family, future, staying drug free. Getting a job

None. Drugs Fighting. Waste time	<b>Capabilities</b> What am I able to do?	Read. Live drug free. Talk to people. Have my family back
Violent. Angry. Drug abuse. Medicated	<b>Behaviours</b> What am I doing?	Red Cross. I am drug free. Works in the kitchen
Horrible	<b>Environment</b> What is this place like?	Good because of the Red Cross.

<b>Before</b>		<b>After</b>
No goals	<b>Goals</b> What are my goals?	Get released and now make a difference
Me	<b>Identity</b> Who am I?	Red Cross volunteer
Do your time and get out	<b>Beliefs and Values</b> What do I believe in and what is important to me?	Help people while doing your time and make a difference.
Not been able to make a change	<b>Capabilities</b> What am I able to do?	Give input into changes and have positive results.
Gym / work	<b>Behaviours</b> What am I doing?	Getting involved in projects and interacting more.
Bad, dirty place	<b>Environment</b> What is this place like?	Since the Red Cross it's got a lot cleaner.

<b>Before</b>		<b>After</b>
To get out of jail.	<b>Goals</b> What are my goals?	To improve living conditions
Just another prisoner	<b>Identity</b> Who am I?	Volunteer taken serious by inmates and staff.
Need a cleaner, friendlier place to live	<b>Beliefs and Values</b> What do I believe in and what is important to me?	Achieved cleanliness. Keep it that way.
Very little in relation to movement around the prison	<b>Capabilities</b> What am I able to do?	Free movement. Act as a role model for the lads.
School / Gym	<b>Behaviours</b> What am I doing?	School/gym. Cleaner landing. Helping people.
Bad place. Dirty and violent	<b>Environment</b> What is this place like?	Much cleaner – less hostile.
<b>Before</b>		<b>After</b>
I had no goals when I came to prison	<b>Goals</b> What are my goals?	It all changed for me when I joined the Red Cross. Now I want to better myself.
Confused to everything	<b>Identity</b> Who am I?	Now I know I can do anything with the confidence I have gained through the Red Cross.
Beliefs and values – had few.	<b>Beliefs and Values</b> What do I believe in and what is important to me?	Now I know there's more to life than prison.
Not cooking	<b>Capabilities</b> What am I able to do?	Now working in the kitchen. Learned to cook.
Kept things bottled up.	<b>Behaviours</b> What am I doing?	Now I can talk to others.
Dirty	<b>Environment</b> What is this place like?	Cleaner and more relaxed



## Community Based Health & First Aid in Prisons STEPS TO SUCCESS

N.B. All documents/activities mentioned on this page are included in this CBHFA Implementation Guide

- **Pre planning meeting** with Senior Management in Prison/Detention Service, Education & Training Board and Irish Red Cross
- **CBHFA manuals printed**, see link to Volunteer Manual on IFRC website in this CBHFA Support Information Pack
- **Team attend CBHFA Sensitization Workshop**, see page 10

### After Sensitization

- **Know your role.** See CBHFA Guidelines for Best Practice.
- **Set up Community Health Action Committee** (see terms of reference), this is the key to making CBHFA *in action* work
- **Inform staff** through a 1-page CBHFA programme summary poster
- **Advertise CBHFA programme to prisoner community**
  - **Select candidates** taking into considering their length of sentence, credibility in their prison community, representation in different sections of the prison and approval of discipline staff/governor
  - **Interview process**
- **Set date for Curriculum Planning Meeting**
  - Your start / end date....
  - Timetable and who is facilitating what modules and topics i.e. Teacher, Nurse, Red Cross
  - Course usually one X 1.5 – 2hours a week for 4-6 months
  - Project work extra
- **Start CBHFA, election of a Communications Volunteer and a Note Taker. Distribution of IRC tee shirts takes place on week 2 or 3**
  - Module 1 (Mandatory).... Facilitated by Red Cross  
Guidelines for Special Status IRC Volunteer Inmates explained
  - Module 2(Mandatory).... Teacher/ Nurse
  - Module 3(Mandatory).....Teacher / Nurse
  - Module 4 (Mandatory).... Facilitated by either ETB/ IRC qualified First Aid Instructor
  - Module 5 - 9 .....Nurse/Teacher, topics chosen depend on the priorities that emerges from the  
Community Assessment in Module 3
  - Additional Module Non Communicable Disease....Nurse/TeacherUse Lesson Plan sheet for facilitating modules
- **Projects**
  - Emerge from Community Assessment in Module 3, Health Emergencies that arise or linked to National Health Campaigns.
  - Use Project Planning Cycle
- **End of course evaluation**
- **Set date for graduation of CBHFA Volunteer Inmates with IPS, ETB & IRC**
- **What happens next;** Graduate inmates become volunteers in practice attached to the Head of the Prison Health Centre where they will engage in health promotion & relevant activities within the prison.

# Community Based Health & First Aid Sensitization Workshop

## Introduction

The Community Based Health & First Aid *in Action* approach has been implemented in all prisons in Ireland between 2009 and 2014. Evaluation of the project has indicated considerable impact on health and hygiene in the prisons. In addition, the volunteers have supported a number of important projects that could not have been achieved so successfully without them. In order to support sustainability, a number of these volunteers have already been trained as CBHFA facilitators and will be actively involved in helping to facilitate courses in the future.

The sensitization workshop is aimed at staff that will be expected to support the programme in the prison from a healthcare, prison management/discipline, education, psychology and Irish Red Cross perspective. It is not intended to teach how to train volunteers in the classroom but rather to understand how the approach will work so that proper support can be given. It is a multidisciplinary course to reflect the operational alliance of three organizations supporting the 'Whole Prison Approach to Health' (WHO 2007). The participants would also be expected to take a role in the local Community Health Action Committee that will be formed as part of the CBHFA programme in each prison. The programme can only work as a partnership between Irish Prison Service Healthcare, Prison Management & Discipline staff in each prison as well as Education & Training Boards teachers and the Irish Red Cross.

## Purpose of the Course

This International Federation of the Red Cross programme is being operated in over 150 countries worldwide but Ireland was the first country running such a programme within the State prison system through a partnership with the Irish Red Cross and the Educational Training Board. Globally, as well as in the current Irish prison programmes, CBHFA *in Action* has been demonstrated to have more impact in the community where proper Sensitization Programmes have been part of the project preparation.

## Aim

The aim of the workshop is to assist participants to understand both the content and process involved in delivering this type of programme through a process of action learning. To do this, the workshop is a simulation of the activities that volunteers will go through during much of the course and the thought processes needed.

## Objectives

By the end of the course participants will

1. Be able to describe the main elements of the Red Cross Movement and Humanitarian Principles and their importance within the programme.
2. Understand how Community Based Health & First Aid as an IN ACTION approach to community health and first aid is organized.
3. Be able to describe how the approach can be applied locally in their prison.
4. Understand how to run the programme and emergent projects simultaneously
5. Be able to describe how their role will support the programme.
6. Understand how to support project development, implementation and evaluation



## Community Based Health & First Aid Prison Programme

### Background

Community Based Health & First Aid (CBHFA) *in Action* was originally designed by the International Red Cross to be facilitated globally in communities in a simple and flexible way through the National Red Cross/Red Crescent Society of each of the 190 countries where the Movement is present

Ireland is the first country in the world to introduce CBHFA through groups of special status Irish Red Cross Volunteer Inmates in a prison setting. It first began at Wheatfield Prison in June 2009 and following the success of the pilot was extended to ten prisons by 2013 and to all fourteen prisons in Ireland in 2014.

The programme takes place under a partnership between the Irish Red Cross (IRC), Irish Prison Service (IPS) and Education & Training Boards Ireland (ETBI). It is a unique approach to raising community health and hygiene awareness and first aid in prison communities through peer to peer education.

### Outcome

- The programme has recruited over 1000 IRC volunteer inmates since 2009, benefits prisoners directly every day and staff and families of the prisoners.
- Experience of the project has shown that it can change the outlook of prisoners to become more proactive and positive towards developing their community for the better.
- There is noticeable improvement in trust, communication and relationships amongst prisoners and with staff.

### Awards

- Irish Red Cross Special Status Volunteers Award in 2016, 2017, 2018
- International Federation of Red Cross & Red Crescent Societies (IFRC) 2015 Volunteering Development Award
- Irish Institute of Training & Development Awards 2013, Winner of National Training Award
- Irish Healthcare Awards November 2012, Commendation Award for Best Public Health Initiative
- Bionmis Irish Healthcare Awards May 2012, Won Best Health Promotion Project
- World Health Organisation Award in 2011 for Best Practice in Prison Health

Supporting CBHFA in Prison can make life easier for staff, improve the sense of well-being amongst prisoners themselves and make the prison environment better for everyone.



## Would you like to be an Irish Red Cross inmate volunteer?

Join the Community Based Health & First Aid programme. The course is run by the School, the Irish Red Cross and the Healthcare department.

Since 2009 over 1000 prisoners in prisons around the country have been working to change their living environment and taking charge of their own health and learning

- Learn about Health and Well-being and pass this knowledge around to prison inmates
- Learn First Aid and CPR
- Learn self-respect and grow your potential to develop your possibilities
- Help to change your community environment by advocating for healthy living

The course starts in ..... so **apply now** by letting the Head Teacher in the school know that you want to join.

## Suggested Questions for interviews to choose Irish Red Cross Volunteer Inmates

It is recommended that prior to interviews a presentation on the CBHFA programme is given to those interested in taking part in training and being involved as volunteers

NAME	LANDING	Time left in sentence
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### Community Based Health & First Aid *in Action* Programme

- Why do you want to take part in the course? (You are looking for someone who is interested in improving their community)
- Do you know anything about the Red Cross
- How/ do you think the course will help in this community?
- What can you bring to the course
- Have you been in trouble here in this prison, if yes please expand.
- Can you make a commitment to attend all classes where possible

#### Emphasise

- That as an Irish Red Cross Volunteer Inmate they will be part of a group with special status
- They should appreciate each other's opinion and don't let the group down
- They must avoid any trouble like getting into fights, being involved in drugs or bullying.
- Any actions likely to bring a poor image to the Irish Red Cross in the public's eyes may bring expulsion as an Irish Red Cross Volunteer Inmate

Has the person any questions about the course.

Notes

**YES**

**NO**

**MAYBE**

*Once the interview process is finished, please inform each person either at the time or afterwards whether they have been chosen or not.*

## Guidelines for Irish Red Cross Volunteer Inmates

The Irish Red Cross agrees to have prisoners become special status Irish Red Cross (IRC) Volunteer Inmates within a prison. This is on the condition that on release from prison, if the volunteer wishes to continue volunteering with the IRC, they must apply in the normal way as a member of the public through Membership Application and Garda Vetting Forms. It will then depend on the nature of the criminal offence what action is taken in this regard.

### Irish Red Cross Volunteer Inmates should,

- act in accordance with the Seven Fundamental Principles of the Movement
- respect the use of the emblem and prevent its misuse
- strive and work for the highest standards of quality
- respond to the needs in their communities
- have appropriate training or personal development to be able to undertake their agreed tasks or role

### THE SEVEN FUNDAMENTAL PRINCIPLES OF THE RED CROSS

(Broken down in prison language)

#### HUMANITY

We show kindness, understanding and respect to everyone we talk to.

#### IMPARTIALITY

We don't discriminate with a wide range of nationality, culture and different crimes, we treat everyone the same.

#### NEUTRALITY

We don't take sides in any issues or arguments.

#### INDEPENDENCE

Independent from Irish Prison Service but follows their rules.

#### VOLUNTARY SERVICE

We don't look for any gain. We do it because we get great satisfaction.

#### UNITY

Only one Red Cross, all work as a team.

#### UNIVERSALITY

All Red Cross in Irish prisons are equal, share responsibilities and hoping to set up in all prisons.

### Misuse of the Red Cross Emblem may include, but is not limited to, the following:

- Any use not expressly authorised by the Red Cross
- Imitation use of a sign which, by its shape and/or colour, may cause confusion with the emblem
- The use of the emblem by persons not entitled to do so
- The use by persons normally authorized to use the emblem who fail to do so in the proper way
- Carrying out actions likely to bring disrepute, by association, to the integrity of the Emblem and the Red Cross Movement.

### General Data Protection Rules (GDPR) to be observed

I agree to abide by these guidelines for Irish Red Cross Volunteer Inmates in the Prison. I also understand that the issuance of P.19 penalties by the Prison Governor may affect the integrity of the Emblem and Red Cross Movement in certain cases.

Signed..... Date.....



## Community Based Health & First Aid (CBHFA) *in Action* Course

### Sample Curriculum Timetable

**N.B. Curriculum Planning for Modules 5-9 will be based on your Community Assessment in Module 3**

Sessions: 2 Hours

Module/ Topic No.	Topic Title	Relevant/ Irrelevant/ Compulsory	Alternative relevant subject	Course Material Source	Facilitator	Date
1 / 1	IRC&RC Movement	C		Volunteer Manual(VM)		
1 / 2	Local Branch/Irish Red Cross	C		VM		
1 / 3	CBHFA in Action	C		VM		
1 / 4	Volunteering	C		VM		
2 / 1	Communication skills Building Relationships	C		VM		
2 / 2,3,4	Starting CBHFA in your community	C		VM		
3 / 1	Assessing my community: an overview	C		VM		
3 / 2	Community assessment: secondary information resources	C		VM		
3 / 3	Community assessment tools: direct observation, community map and seasonal calendar	C	Transect walk needs adapting. Needs to be adapted to the context of the prison and past experience reflection	VM		
3 / 4	Community assessment tools: focus group discussions and household visits.	C	Households in the prison context will be cells and units.	VM		
3 / 5	Assessing your community	C		VM		
3 / 6	Making sense of information gathered from your community assessment	C		VM		
3 / 7	Preparing the action plan based on the assessment	C		VM		
3 / 8	Reporting on CBHFA activities in the community	C		VM		
Module 4	Accredited First Aid Course	C				

## Lesson Plan Example

### CBHFA Module 2 Community Mobilisation ..... Getting CBHFA started

**Module aim:** Developing skills and tools to work as an IRC volunteer inmate in the prison community

**Topic:** 1-4

<i>Can take up to 3- 4 sessions ( depends on group) Each session approx 1 .5 hrs.</i>		Class:		
Time:		Tutor:		
<b>Learning Objectives</b>				
<ul style="list-style-type: none"> <li>• <i>Explore effective communication skills for CBHFA volunteer</i></li> <li>• <i>How to be an effective Red Cross Team</i></li> <li>• <i>Define roles of Communications and Note Taker Volunteers</i></li> <li>• <i>Get group to elect Communications and Note Taker Volunteers</i></li> <li>• <i>Know what Community Health Action Committee is and how it works</i></li> </ul>				
Time	Topic	Tutor Activity	Student Activity	Resources
	Registration... roll call Today's Topic	Go through topics to be covered	Listen	Laptop
	Review Module One	Divide into groups ask groups questions on Red Cross 7 Fundamental Principles/Emblems/ CBHFA. Ask rep from each group to explain their answers	G 1... 7 FP's G2....Emblems G3....CBHFA... What do you think CBHFA means in the prison community?	Flipcharts/ Markers Students
	Introduce Communication skills by referring to previous topic	Ask rep from each group; did you think you got your answer across to the class Opening up discussion RE: Communication	Rep from each group Answers ... groups also look at how answer was communicated etc.	Flipcharts/ Markers Students
	Communication Skills... ongoing skill throughout the course  What is communication?	<b>Ask any experience of studying communication?</b>  Ask class question Use flipchart to write up answers ( shared mutual understanding of information from one person to another)	Open up discussion on any study they do in this already  Brainstorm what is communication Groups give feedback	Flipcharts/ Markers Students
	What is effective communication?	Ask class question, put up answers on a flipchart.. discuss answers; put up pre-	Brainstorm Give answers Compare with prepared list	Flipcharts/ Markers Students

		pared list...eye contact/ active listening/ simple clear messages		
	Barriers to communication in their prison community?	Ask class question, put up answers on a flipchart, discuss answers	Brainstorm Give answers	Flipcharts/ Markers Students
	Team/ communication exercise	Divide into groups Communicate the following message... ( give message) 1)Blind person 2)Someone who can't read 3)Someone who doesn't understand English  Reflect on this exercise.... Group dynamic... working as team ... what makes a good team... this leads into team roles and responsibilities	Each group works as a team to develop an effective way to communicate to their target audience	Flipcharts/ Markers Students Communication exercise sheet
	Elect Communications and Note Taker Volunteers Discuss what qualities both roles need	Communications and Note Taker Volunteers. Go through roles first and then let group decide / choose		Flipcharts/ Markers Students
	Group is set up.... Revisit role of volunteer in prison setting/ revisit effective communication exercise through Practical Task....Glow Box around hand washing	Ask group about role... emphasis making the prison better/ healthier... use glow box as an example, and a practical exercise in communication ... lead into Community Health Action Committee/Mod 3		Flipcharts/ Markers Students
	Community Health Action Committee- intro. (Practical Task)	Explain purpose of CHAC Ask who should be on it	Listen, Answer questions	Flipcharts/ Markers Students
	Introduction to Module 3	What is Mod 3 about	Listen, Answer questions	Flipcharts/ Markers Students

## Guidelines on how to do the Community Assessment in Module 3 as the core of CBHFA

### Assessment, Planning, Implementation, Evaluation

#### Topic 1, Assessing my community re health issues, hazards/risks and first aid needs

- What needs to be done to set up the assessment and which staff should you inform
- What existing information can you find out about the community before conducting the assessment
- Who should we consult, i.e. prisoners, nurses, teachers, chief/officers, chaplain
- Who can help with projects
- When would be a convenient time to carry out assessment
- Where do we look in our community, i.e. landings, gym, school, shop, laundry, library, kitchen,
- What issues might be addressed
- Who are the vulnerable in our community

#### Topic 2, Community Assessment: secondary information

- Existing information such as newspapers, reports, health surveys

#### Topic 3, Community Mapping and Seasonal Calendar

- Draw a map of your community i.e. landings, cell, gym, school, shop, laundry, library, kitchen. Note hazards/ risks, health issues & resources
- Create a seasonal calendar, (use HSE Health & Wellbeing Events calendar)

#### Topic 4, Focus group discussions with prisoner community

- What are the main health and wellbeing issues in this prison?
- Identify causes and possible solutions to problems
- Prioritize safety, health and first aid issues

**Interviews of key informants:** Governors, Chiefs, ACO's, Class Officers, Nurses, Teachers & Chaplains with similar questions.

Additional assessment tool, Dividers & Connectors,

- What could divide people in a negative way , What things connect people in a positive way

For example

Dividers, Lack of interest from prisoners/staff, Language/Cultural barriers, Prison restrictions, Unavailable resources, Religion, Racism, Age, Mental instabilities, Previous history

Connectors, In peoples interest, Knowledge of how prison runs, Experience, Good communication skills, Empathy/ Understanding, Language, Resources, Age, Backgrounds, Culture

All information gathered should be discussed and analysed a.s.a.p. so that memory remains fresh

#### Topic 5, Learning by doing

- Discuss results with community members

#### Topic 6, Making sense of the data

- Which are the most common health issues, hazards/risks and first aid needs? Why?
- How do the disease patterns and epidemic risks relate to the seasonal calendar?
- What can be changed about the situation and what resources are already there
- Prioritise a few topics

#### Topic 7, Prepare an action plan based on the community baseline assessment, for example

- Tasks - Make up survey, design leaflet, inform community.
- Resources – Promotional leaflet, teachers/nurses/staff/volunteers, School
- Time frame – 2 weeks re survey, throughout summer
- Responsibility – Governor, Healthcare, Educational & Discipline staff, Volunteers

#### Topic 8, Reporting on CBHFA activities in my community

- Based on your assessment, select which topics your group would include to learn about in modules 5,6,7,8

# Project Planning Cycle



**Action Plan Example Template**

<u>Task</u>	<u>Resources</u>	<u>Timeframe</u>	<u>Responsibility</u>

## Community Based Health & First Aid *in Action* programme

### Student Evaluation Form

		Strongly Agree	Agree	Unsure	Strongly Disagree
<b>1.0</b>	<b>TEACHING</b>				
1.1	Class contact time was adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Trainers were well prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Trainers were knowledgeable regarding the subject matter being taught.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.0</b>	<b>LECTURES</b>				
2.1	Lectures were clear and effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Teaching aids were appropriate and useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Class notes were clear, concise and useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.0</b>	<b>SKILLS</b>				
3.1	Do you feel your communication skills such as listening to others, expressing your ideas, and presenting have improved as a result of the course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Are you better able to organise, implement and evaluate projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Are you better able to work as part of a team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Do you feel more confident speaking to and working with prison authorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Do you feel your negotiation skills have improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



3.6	Would you consider yourself to be more of an independent and self-directed learner now?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.0 EXAMINATION/GRADUATION</b>					
4.1	Were you made aware of the First Aid (FA) exam requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Aware of the FA examination format?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Aware that there is a minimum attendance required for graduation				
<b>5.0 COURSE GENERAL</b>					
5.1	I would recommend this course to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	I would be interested in continuing my involvement as a facilitator on the next course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. What aspects of the course were most valuable to you?**

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**7. What aspects of the course were least valuable to you?**

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**8. What does being an Irish Red Cross Volunteer in your prison community mean to you?**

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**9. Are there any other comments you wish to make**

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**Thank you for taking the time to fill out this form, your feedback will help to improve future Community Based Health & First Aid programmes**

# Community Based Health & First Aid Graduation

## Example guideline for consideration by the Community Health Action Committee

### 1. Order Red Cross certificates ensuring no prison logos

### 2. Invitation and logistics

In advance send invitations to guests and security guidelines for visiting the prison together with an overview of the CBHFA programme

Suggested guests,

- Two – four family members for each volunteer
- Irish Prison Service representatives
- Education & Training Board representatives
- Irish Red Cross Chairman or Secretary General and other representatives
- Education, Healthcare & Discipline staff involved in CBHFA

### 3. Required for the day of the graduation

Exhibition stands to show examples of posters/project work

Red Cross/Other flags and signs

Power Point projection facilities and speakers for presentations and depending on the size of the event the necessity of sound equipment and microphones

Red Cross Certificates

Refreshments

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### 4. Template for event

## Community Based Health & First Aid Graduation of Irish Red Cross (IRC) Volunteer Inmates

Venue

Date

Suggested Agenda

- Welcome and Introduction by the Governor (approx 3 minutes)
- MC for IRC Volunteer Inmates introduces presentation of projects by volunteers (approx 10-20 minutes)
- (optional) Address by special guest if present (approx 5 minutes)
- Address by a representative from the Education & Training Board (approx 5 minutes)
- Address and presentation of CBHFA certificates by a representative from the Irish Red Cross (approx 8 minutes). *If taking photos better not to show any reference to prison.*
- Master of Ceremonies invites the Governor to Close the Proceedings (approx 3 minutes)
- Refreshments served

## Community Based Health & First Aid Prison Programme

The following documents are also included in this Implementation Guide

- Community Health Action Committee (CHAC) Terms of Reference
    - CHAC members page
  - Community Based Health & First Aid Guidelines for Best Practice
  - CBHFA programme role definitions
    - Irish Prison Service CBHFA Programme Director
    - Irish Red Cross CBHFA Programme Manager
    - Education & Training Board CBHFA Teacher
    - Nurse
    - Governor
    - Chief Officer
    - Assistant Chief Officer
    - Prison Officer
    - ⊖ IRC Inmate Communications Volunteer
    - IRC Inmate Note Taker Volunteer
    - IRC volunteer inmate CBHFA Trained Trainer
  - Briefing guide for Irish Red Cross local branch support volunteer
-



## Community Health Action Committee Terms of Reference

### 1.0 Introduction

Community Based Health and First Aid *in Action* in Irish Prisons was started as a pilot at Wheatfield Prison in June 2009. Between 2010 and 2014 the programme was extended to all prisons in Ireland.

The programme is based upon an Action Learning framework with the course undertaken in the prison school under the auspices of the Education and Training Board. In this type of training programme the classroom work is only a small part of the whole programme with most of the activity based within the prison community carrying health awareness and education. It also requires volunteers to carry out initial baseline assessments on all subjects they are engaged in, followed by an end-line assessment in order to be able to demonstrate impact.

A key feature of this Community Health Action Committee (CHAC) is that it is different to most committees whose meetings can sometimes be static and discussion-orientated without action from the end of the meeting. The CHAC is an action-orientated event that creates movement and action towards achieving the impact of project activity.

### 2.0 Purpose

The purpose of the CHAC is to bring together the relevant stakeholders in order to make timely decisions and create action in the community through driving community projects. The meetings should be held at regular monthly intervals and contain the following personnel as a minimum standard:

- Governor responsible for the CBHFA Red Cross Project
- Irish Red Cross (IRC) Programme Management Representative
- Chief Officer responsible for the CBHFA Project
- Asst. Chief Officers responsible for the CBHFA Programme
- ETB Teachers responsible for the CBHFA Project
- Chief Nurse Officer or Red Cross Project Liaison Nurses
- Psychologist
- IRC Inmate Communications Volunteer
- IRC Inmate Note Taker Volunteer
- Red Cross CBHFA Support Prison Officer

Meetings in Loughan House, Shelton Abbey & Progression Unit

- Integrated Sentence Manager
- Probation Officer

*Ad Hoc* members to be involved when projects are relevant to their input:

- IRC Local Branch Support Volunteer
- Stores/Supplies Officer
- Addiction Councillor
- Industrial Manager
- Doctor/Pharmacist
- Other IRC volunteer inmates are optional

The meeting should be scheduled monthly as a set day and time, this ensures that the meeting always happens even if some of the committee members are away. The key factor is that there will always be a discipline decision maker present. For example, if the Governor is away, the Chief Officer will stand in for him/her and vice versa.

- Where possible CHAC meetings should be held in the Board Room thus creating credibility for the Red Cross work.

### 3.0 Responsibilities

**3.1 Chairperson**, the CBHFA Governor who is the key decision maker for Red Cross project prison business

**3.2 IRC Programme Management Representative**

Responsible for taking notes of the meeting and ensuring actions are recorded to specific people and a time frame applied.

**3.3 Chief Officer responsible for CBHFA**

Key decision maker in the absence of the Governor for CBHFA, coordinates the work of the ACOs, supports Prison Officer CBHFA Champions and liaises with IRC volunteers

**3.4 Assistant Chief Officer (ACO)**

Responsible for actioning decisions in the community, liaising with IRC volunteers, nurses and teachers, facilitates the access of volunteers in advance of project activity to prevent the frustrations of access problems.

**3.5 ETB Teacher**

Acts as anchor partner, provides relevant input relating to classroom learning and projects and liaises with IRC volunteers.

**3.6 Red Cross Liaison Nurse(s)/Chief Nursing Officer**

Provides all healthcare inputs, works within the classroom with the CBHFA Teacher and liaises with IRC volunteers.

**3.7 The CBHFA Psychologist** supports all psycho/social activities and liaises with IRC volunteers.

**3.8 IRC Communications Volunteer**, represents volunteer inmates

**3.9 IRC Note Taker Volunteer**, takes notes of meeting to be shared with volunteer group

**3.10 Prison Officer CBHFA Supporters/Champions**

They represent the prison officers on the ground and a liaison officer for the programme. These are prison officers who have specifically sought out membership of the IRC prison groups because they want to support the work of the inmate volunteers. A representative should be in attendance and keep staff informed.

**3.11 Integrated Sentence** in Loughan House, Shelton Abbey and Progression Unit, liaison for the Prison to Community Phase\*

**3.12 The Probation Office for CBHFA** in Loughan House, Shelton Abbey and Progression Unit., liaison for the Prison to Community Phase\*<sup>1</sup>

**3.13 IRC Local Branch Support Volunteer**

Where possible represents the Irish Red Cross at the CHAC meetings when projects are relevant to their input.

### Conclusion

The action in the community as a result of CBHFA is the key to programme impact and the CHAC is the tool by which **action** can be achieved. It is important that the Governor is present in order that clear communication on information and guidance about activities can be provided, thus preventing the potential for unrealistic expectations and the resultant frustrations. Equally important is the culture of the CHAC which needs to be both dynamic and *action-orientated* to promote a sense of movement and achievement.

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<sup>1</sup> Prison to Community Phase is CBHFA in Prisons support system that allows volunteers to progress in Red Cross Probation work after release.



## Community Health Action Committee Members

Governor responsible for the CBHFA Programme \_\_\_\_\_

Irish Red Cross Programme Management Representative \_\_\_\_\_

Chief Officer \_\_\_\_\_

Assistant Chief Officer/Prison Officer \_\_\_\_\_

ETB Teacher \_\_\_\_\_

Chief Nursing Officer \_\_\_\_\_

Red Cross Programme Liaison Nurse Officer \_\_\_\_\_

Irish Prison Service Dedicated Programme Psychologist \_\_\_\_\_

Irish Red Cross Inmate Communications Volunteer \_\_\_\_\_

Irish Red Cross Inmate Note Taker Volunteer \_\_\_\_\_

Prison Officers CBHFA Supporters Representative \_\_\_\_\_

### Meetings in Loughan House, Shelton Abbey & Progression Unit

Integrated Sentence Manager \_\_\_\_\_

Probation Officer \_\_\_\_\_

### Ad Hoc members to be involved when projects are relevant to their input

Irish Red Cross Local Branch Support Volunteer \_\_\_\_\_

Doctor/Pharmacist \_\_\_\_\_

Addiction Councillor \_\_\_\_\_

Stores/Supplies Officer \_\_\_\_\_

Industrial Manager \_\_\_\_\_

# Community Based Health & First Aid (CBHFA)

## Guidelines for Best Practice

**1.0 Governor** to be appointed as the CBHFA project Governor in each prison.

- 1.1 The strong Governor support of the CBHFA programme and activities is a pre-requisite to the implementation of the programme in any prison.
- 1.2 The Governor to appoint a well-motivated Chief and Assistant Chief Officer (ACO) on each side of the roster to be available to assist with all logistics of CBHFA project action.
  - 1.2.1 An information session should be organized for staff on both sides of the roster.
- 1.3 The Governor, in conjunction with his/her team should appoint several Prison Officers with an interest in the CBHFA project to be volunteer champions thus easing implementation of CBHFA project work in the community.
  - 1.3.1 Reference in these documents to the Governor's team refers to the CBHFA Chief, ACO and Support Officers.
- 1.4 The Governor and team in each prison will effect the issue of CBHFA Volunteer Identity badges in order to facilitate access to landings for the carrying out of Red Cross volunteer work. The model used in Wheatfield could be copied. ID badges returned if volunteer not active.
- 1.5 The Governor and/or his team will arrange access for volunteers to the print shop or other facilities to ensure that local Red Cross messages and posters are created in a timely manner.
- 1.6 The transfer of inmate IRC volunteers from one prison to another should be managed in such a way as to facilitate the assimilation of volunteers from one prison CBHFA group to the next.
  - 1.6.1 A directory of staff involved in the programme at each prison should be kept and emails sent to receiving Red Cross team notifying of transfers.
  - 1.6.2 A tag should be applied to the prisoners file to alert that the Prisoner is a Red Cross inmate volunteer
- 1.7 Where a Governor for CBHFA takes extended leave, he or she should nominate a temporary replacement, thus ensuring continuity of the programme, CHAC meetings to continue.

## **2.0 Multidisciplinary Community Health Action Committee (CHAC)**

A multidisciplinary CHAC to be constituted in each prison with national CHAC Terms of Reference, see page 29

- 2.1 The CHAC to include the Red Cross Governor, IRC Programme Management Representative, Chief, ACO, ETB teacher/s, IPS CNO/nurse/medic, Psychologist, Probation Officer, inmate IRC Communications and Note Taker Volunteers, Support Officer Reps. Meetings in Loughan House, Shelton Abbey & Progression Unit should include Integrated Sentence Manager and Probation Officer. Ad Hoc members such as IRC Local Branch Support Volunteer, Doctor/Pharmacist, Stores/Supplies Officer and Industrial Manager as is necessary depending on projects/activities in progress.
- 2.2 The chair of each CHAC to be the Governor
- 2.3 The CHAC in each prison to meet monthly on a predetermined day. The main focus of the meetings is to ensure planned projects are moved forwards. Set Agenda following CHAC Report template.
- 2.4 Report Writing, the IRC Representative where possible, Teacher otherwise
- 2.5 The venue for CHAC meetings could be held in the Board Room to demonstrate its importance.

### **3.0 Staff**

Role definitions to be provided for all staff involved with the CBHFA programme such as the Governor, Chief, ACO, Prison Officers (CBHFA Champion), ETB teacher, IPS Nurse/Medic, Psychologist, IRC Communications Volunteer and IRC Note Taker Volunteer.

- 3.1 The Head ETB Teacher to allocate a teacher/s to the CBHFA programme as part of their timetable and allocate a specific room for classes.
- 3.2 It is vital that each prison healthcare department allocate one motivated CBHFA support nurse/medic on each side of the roster who should be in attendance at each CBHFA group class and provide health components of the syllabus.
  - 3.2.1 The CNO or Red Cross nurse should be part of the CHAC and his/her support gained for all activities.
  - 3.2.2 In prisons where nursing shortages prevent a nurse on each side of the roster, the CNO should be the link nurse.
- 3.3 Staff Sensitization Workshops are to be operated on a regular basis to ensure that there is a wide dissemination of the purpose and work of CBHFA volunteers in each prison.
- 3.4 All learning sessions of CBHFA course to be practically based with group work as a main approach.
- 3.5 The specific IRC criteria should be used for the selection of volunteers
- 3.6 The selection of prisoners is to be in conjunction with the ETB teacher, prison management, healthcare and psychology.
  - 3.6.1 Suggestions about potential volunteers may be made by the IRC Communication Volunteer to one of the management team.
  - 3.6.2 Ultimate decisions on participants will be the Governors based on intelligence information
- 3.7 An Irish CBHFA Implementation Guide to be produced in advance of course commencement and where relevant the CBHFA Volunteer Manual, calendar of classes and course overview document.
- 3.8 The number and sizes of IRC tee-shirts for volunteers to be emailed by the teacher to IRC CBHFA Programme Manager in time for the implementation of the first project.
  - 3.8.1 A personalized ID badge to be issued to each volunteer.
  - 3.8.2 Both IRC tee-shirt and ID badge to be returned to the teacher if volunteer not active.
- 3.9 Module 1 on Red Cross knowledge to be provided either on Power Point Slides or by the IRC Programme Manager/IPS Programme Director/ IRC Branch Support Volunteer
- 3.10 The names for CBHFA certificates to be provided to the IRC CBHFA Programme Manager at least 3 weeks prior to graduation by the ETB teacher. Consent forms signed.
- 3.11 Support staff and CBHFA Governors should ensure that there is clarity around projects so that unrealistic expectations are not formulated which can lead to frustration and de-motivation. Volunteers should be clear about what is possible and what is not.

### **4.0 IRC Volunteer Inmates**

#### **4.1 Volunteers in training**

4.1.1 Volunteers are to sign the IRC Guidelines for Volunteer Inmates at the start of CBHFA Course

4.1.2 The roles of Communications and Note Taker volunteers not be official jobs as in volunteering there should be no personal gain. However, where possible the volunteers should not lose out by undertaking their activities and the nurse/school should provide stamps where possible.

4.1.3 The Communications & Note Taker Volunteers must be elected – not chosen and serve for the period of the CBHFA course and related projects.

4.1.3.1 An overall CBHFA communications volunteer for each prison should be elected every 2 years.

4.1.4 The Note Taker Volunteer should keep notes of meetings. Copy kept on file in school, signed.

4.1.5 All health-related projects must be planned in coordination with the CBHFA Nurse representing health care.

4.1.5.1 A plan must be drawn up of all potential projects which have been risk-assessed involving the CNO, CTO, Chief Officer and Health & Safety representative

4.1.5.2 Each group must hold their own weekly action meetings in addition to learning sessions to ensure that their practical project work goes into action in a timely manner. This should be organized by the Communications Volunteer.

4.1.5.3 A survey of requirements must be made that includes availability of materials, amount, estimated cost and cost of maintenance. In addition, the plan should show the benefits for both prisoners and staff.

4.1.6 The volunteer agrees to attend all classes and meetings where possible and take part in at least 3 projects, if they miss more than 3 classes without a reasonable excuse they are not eligible to graduate from the CBHFA programme.

4.1.7 Volunteers agree at the outset to remain involved after the course has finished and continue to engage in activities and projects.

4.1.8 All activities/projects will have safe and secure custody as its baseline premise.

4.1.9 During the school holidays a plan of activities/projects will be encouraged by the CBHFA Liaison Nurse to maintain contact during the summer/winter months.

#### **4.2 Volunteers in Practice**

Those volunteers who have completed their training are allocated to the responsibility of the Teacher, Prison Healthcare CBHFA CNO/Nurse and named Psychologist.

Those volunteers meet these mentors weekly in the healthcare area who supervise their community based health awareness design, planning, implementation and evaluation. They are thus operationalized.

Some of these may also be trained as trainers and go on to enter their Prison to Community phase upon release.

#### **5.0 Staff/Volunteers**

5.1 The guideline to be used for this session is the CBHFA Programme Overview and should be jointly run by the CBHFA Nurse, ETB Teacher, Chief/ACO and active IRC Communications & Note Taker Volunteers.

5.2 All CBHFA courses must be planned in advance with a clearly defined calendar of subjects and activities.

5.3 CBHFA projects are to be supported by properly planned project planning process including a formalized project plan supported by health care and the management team for CBHFA

5.4 Each project should be subject to proper Monitoring and Evaluation methods with surveys carried out as baseline assessments and end line assessments. M & E is the responsibility of the ETB Teacher.

5.5 Projects must not be started before all parties are informed of the activities planned.

5.6 Materials used in project work need the sanction of the prison management and or ACO/CO

5.7 Volunteers will inform Officers of the intent to undertake a class in the landing in advance of the session. This can be achieved by informing the CBHFA ACO, Chief or CBHFA Support Prison Officer.

5.8 Any volunteer discovered breaking the Red Cross Movement Seven Fundamental Principles will be subject to the usual investigations and if proven, suspended from the Red Cross group, returning tee-shirt and IRC badges to the Teacher.

#### **6. 0 Management/Administration**

6.1 An adaptation of the course will be produced by the IPS Prison CBHFA Programme Director for young offenders and female prisoners.

6.2 Information sessions should be implemented on both sides of the roster to seek volunteer CBHFA Support Officers. Advertised by Governor for volunteers.

6.3 The CBHFA Programme Director will prepare an annual report on CBHFA activities which should be forward to the Director General IPS, Secretary General IRC and the Organiser CDET Education Services to Prisons or CEO of the local ETB Group.

6.4 The Director General IPS may forward a copy of the report to the Inspector of Prisons

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## Role Definition

### Irish Prison Service CBHFA Programme Director

#### 1.0 Aim:

- 1.1 Directs the CBHFA programme for the Irish Prison Service (IPS) in partnership with the Irish Red Cross (IRC) and the Educational Training Board (ETB) of Ireland.
- 1.2 Develops the direction of the CBHFA in Prisons programme so as to support the IPS Health and Rehabilitation Directorate operationally and strategically nationally.

#### 2.0 Operational Objectives:

- 2.1 Visits all prison sites with the IRC Programme Manager at the start of each course who together deliver module 1 of CBHFA and thereafter visits on a rota basis or when required.
- 2.2 Uses the 7 Fundamental Principles of the Red Cross and Philosophy of the 'Living *Through* Time' and 'Needs for Living' models as the key tools for empowering IRC volunteer inmates.
- 2.3 Ensures that all CBHFA volunteer work and projects relating to Health Promotion and Education are closely linked to the Health Care Departments in all prisons
- 2.4 Provides direction for Community Health Action Committees in each prison and supports CBHFA graduations from an IPS perspective
- 2.5 Anticipates and develops additional modules within the CBHFA Curriculum with the ETB/IRC that reflect the changing priorities of prison health locally and through collaboration with WHO Prison Health (Europe)
- 2.6 Leads the teaching of CBHFA in Prisons Sensitization Workshops nationally and internationally with IPS, ETB and IRC teaching leaders
- 2.7 Conducts and leads a national Lessons Learned workshop each year with representatives from the IPS, ETB, IRC and IRC volunteer inmates.
- 2.8 Teaches the CBHFA Training for Trainers Course to IRC volunteer inmates who have completed the CBHFA programme.
- 2.9 Ensures that good relationships are developed and maintained with Governors, Head Teachers and Chief Nurse Officers in all prisons.
- 2.10 Acts as the CBHFA in Prisons '*trouble-shooter*' to resolve difficulties with CBHFA courses in all prisons as required.
- 2.11 Responsible for ensuring that targets are met in line with the IPS and IRC Service Level Agreements.
- 2.12 Prepares CBHFA evaluations, relevant reports and work plans and interacts with the Health & Rehabilitation Directorate of the IPS.
- 2.13 Provides expert training services as a master facilitator for workshops within Ireland and internationally to promote Ireland's leadership in this field of expertise.
- 2.14 Negotiates, with the national CBHFA Governor, Irish Prison Service, Irish Red Cross and Education & Training Board, with potential partners for the further development of the CBHFA programme in line with the strategic direction of the 2015-2019 CBHFA plans.

## Role Definition

### Irish Red Cross CBHFA Programme Manager

#### 1.0 Aim:

- 1.1 To manage the CBHFA programme on behalf of the Irish Red Cross in partnership with the Irish Prison Service and Education & Training Boards Ireland
- 1.2 To oversee and support the operation of the programme in each prison.

#### 2.0 Objectives:

- 2.1 Promotes volunteers learning of the Red Cross Principles and the use of these with pride and dignity in their actions as volunteers.
- 2.2 Visits CBHFA programmes in all prisons on a rota basis or when required.
- 2.3 Works with partnership staff involved in CBHFA and represents the Irish Red Cross (IRC) at external relevant meetings and events.
- 2.4 Supports and encourages IRC inmate volunteers on an ongoing basis and interviews prospective volunteers when required.
- 2.5 Contributes towards continuity and organisational learning and provides IRC knowledge at the start and throughout the CBHFA programme.
- 2.6 Is aware of all CBHFA projects & activities that carry the IRC emblem, assists with the development of these and the introduction of new projects & initiatives.
- 2.7 Coordinates IRC First Aid Training where required
- 2.8 Organises the distribution of IRC t-shirts to volunteers and printing of IRC CBHFA certificates
- 2.9 Arranges IRC related logistics and tasks for CBHFA Graduations.
- 2.10 Attends Community Health Action Committee meetings in each prison from time to time.
- 2.11 Supports CBHFA Lessons Learned & Sensitization Workshops.
- 2.12 Contributes to annual work plans, budgets, reports and evaluations.
- 2.13 Liaises with departments in IRC Head Office on relevant matters and with IRC local branch prison support volunteers.
- 2.14 Provides continuity in the absence of the Irish Prison Service CBHFA Programme Director.

## Role Definition

### Education & Training Board CBHFA Teacher

#### 1.0 Aim :

- 1.1 To provide in conjunction with the CBHFA Red Cross Liaison Nurse, relevant learning support to CBHFA volunteers in training.

#### 2.0 Objectives:

- 2.1 Agrees with the CBHFA Nurse on priority areas for health education, well-being and operational health care needs linked to the module 3 assessment.
- 2.2 Works with the CBHFA Liaison Nurse as classroom partners to deliver quality CBHFA learning in the classroom. Liaises with the CBHFA Nurse to assess, plan, implement and evaluate relevant topics within the syllabus and for prison priorities, the programme content.
- 2.3 Works within a team-teaching approach which includes the CBHFA Liaison Nurse, trained trainer CBHFA volunteers and chief officer/ACO.
- 2.4 In conjunction with the CBHFA Nurse, plans and provides specialized learning topics and/or arranges for external support for such sessions (e.g. Communication topic, Addiction etc).
- 2.5 Responsible for keeping classroom registers of attendance
- 2.6 Responsible for accredited First Aid training where this is being coordinated through the Prison ETB.
- 2.7 Agrees in advance with the CBHFA Liaison Nurse the respective teaching responsibilities so as to ensure a coordinated and balanced level of responsibility in the classroom and community for projects.
- 2.8 Attends the monthly Community Health Action Committee
- 2.9 Provides relevant information for Tee Shirt sizes and Certification information to the IRC CBHFA Programme Manager



## Role Definition

### Nurse (CBHFA)

#### 1.0 Aim :

- 1.1 To provide in conjunction with the ETB teacher for CBHFA, health care learning support to CBHFA volunteers in training and supervisory support once graduated for health project work amongst the prisoner community.

#### 2.0 Objectives:

- 2.1 Agrees with the CNO (CBHFA) on priority areas for health education, well-being and operational health care needs linked to the module 3 assessment.
- 2.2 Works with the ETB CBHFA Teacher as classroom partners to deliver quality CBHFA learning in the classroom. Liaises with the CNO (CBHFA Project) to assess, plan, implement and evaluate relevant health topics commensurate with the time of the year, priority health issues and programme content.
- 2.3 Works within a team teaching approach which includes the ETB teacher, trained trainer CBHFA volunteers and chief officer/ACO.
- 2.4 In conjunction with the ETB teacher, plans and provides specialized learning topics and/or arranges for external support for such sessions (e.g. medical staff from GUIDE Clinic for STI/HIV)
- 2.5 Deals with First Aid certification process and requirements where this is being coordinated through a health care Nurse assessor.
- 2.6 Agrees in advance with the ETB Teacher the respective teaching responsibilities so as to ensure a coordinated and balanced level of responsibility in the classroom and community for projects.
- 2.7 Attends the monthly Community Health Action Committee
- 2.8 Provides supervision and direction about continuous project implementation to inmate IRC volunteers during school holidays

## Role Definition

### Governor (CBHFA)

#### 1.0 Aim:

- 1.1 To provide executive management and leadership for logistical support to the CBHFA Red Cross Programme within the prison and administrative aspects.

#### 2.0 Objectives:

- 2.1 Liaises as required with the IPS CBHFA Programme Director and Irish Red Cross CBHFA Programme Manager to ensure that the overall running of the programme is both effective and efficient.
- 2.2 Identify with the CNO/Discipline team and IPS Programme Director project work that will improve the conditions for prisoners and staff through assisting in health-related/hygiene operational projects with inmate communication and social mobilization.
- 2.3 Coordinates with other IPS services and external bodies to assist in creating new partnerships for creative programme development.
- 2.4 Attends the monthly Community Health Action Committee and provides operational leadership and executive decision making relating to projects.
- 2.5 Tasks relevant Chiefs, ACOs and Prison Officers with appropriate activities necessary for the timely implementation of planned projects.
- 2.6 Promotes and represents the Prison's CBHFA Programme with other Prisons in Ireland and internationally.
- 2.7 Agrees in advance the requirements of the Governor and or Chief to ensure the seamless delivery of the programme within the prison, community activity and graduation/event management.
- 2.8 Identifies a small CBHFA project fund, possibly through the Prisoner Assist Fund, to support activities in the prison community.
- 2.9 Facilitates through his/her team, the assimilation of inmate IRC volunteers from one prison CBHFA group to another when transferred.

## **Role Definition**

### **Chief Officer (CBHFA)**

#### **1.0 Aim :**

- 1.1 To provide direct management and leadership for the logistical support of the CBHFA Red Cross Programme within the prison. To ensure lines of communication are kept open, in particular with ACOs.

#### **2.0 Objectives:**

- 2.1 Liaises as required with the Irish Prison Service (IPS) CBHFA Programme Director, Irish Red Cross CBHFA Programme Manager and ACOs to ensure practical running of the programme.
- 2.2 Identify, with the Project team, the types of projects likely to be supported by the Governor/IPS that could solve the risks/hazards and problems identified in the module 3 assessment.
- 2.3 Ensures that relevant risks are analyzed for each project.
- 2.4 Coordinates with the Governor (CBHFA), ACOs, Support Officers and volunteer group about the assessment, planning, implementation and evaluation of projects.
- 2.5 Seeks from the Governor where appropriate, small budgetary inputs possibly from the Prisoner Assist Fund, necessary for the implementation of certain projects.
- 2.6 Attends the monthly Community Health Action Committee and provides operational support and decision making relating to projects.
- 2.7 Tasks relevant ACOs and Prison Officers with appropriate activities that is necessary for the timely implementation of planned projects.
- 2.8 Agrees in advance the required actions from the Chief and or Governor so as to ensure a seamless delivery of community project work.

## Role Definition

### Assistant Chief Officer (CBHFA)

#### 1.0 Aim :

- 1.1 To provide direct management for the logistical support of the CBHFA Red Cross Programme within the prison

#### 2.0 Objectives:

- 2.1 Liaises as required with the Irish Prison Service (IPS) CBHFA Programme Director, Irish Red Cross CBHFA Programme Manager and Chief Officer/Governor to deal with the practical problems encountered in the running of the programme.
- 2.2 Involved in the selection and recruitment of volunteers also assisting in selecting 'doable' projects.
- 2.3 Identify, with the Project team, the types of projects likely to be supported by the Governor/IPS that could solve the risks/hazards and problems identified in the module 3 assessments.
- 2.4 Attends the monthly Community Health Action Committee where possible and provides operational support relating to project implementation.
- 2.5 Tasks relevant Prison Officers with appropriate activities that are necessary for the timely implementation of planned projects.
- 2.6 Agrees in advance the required actions from the Chief and or Governor so as to ensure a seamless delivery of community project work.
- 2.7 Assists in the organization of special events such as graduations and ensures that all administrative work is completed and keeps the Chief updated and outstanding needs.
- 2.8 Liaises directly with CBHFA team leadership, teachers and nurses (CBHFA) so that logistical needs are in place for the implementation of projects and events.

## Role Definition

### Red Cross CBHFA Support Prison Officers

#### 1.0 Aim:

- 1.1 To disseminate the CBHFA programme to all prison staff and to consider wearing the Irish Red Cross (IRC) pin badge to signifying their supportive nature of both the programme and the IRC inmate volunteers involved.

#### 2.0 Objectives:

- 2.1 Passes information around to the rest of the prison officers about the role and function of the volunteers and the CBHFA programme
- 2.2 Draws attention to the positive effects of their work
- 2.3 Tells stories about what the Red Cross work does to make the life of prison officers and inmates better
- 2.4 Encourages other officers to become champions and want to wear the Red Cross emblem
- 2.5 Reassures the general population of prison officers countering negative and wrong information
- 2.6 Acts as a liaison officer between CBHFA ACOs and the general prison officer population.
- 2.7 Acts as a spokesperson for the Red Cross Movement within the prison
- 2.8 Maintains communication on numbers and security at all times.
- 2.9 Helps deliver multiple short sensitization sessions to other prison officers on what the Red Cross is all about, how it works; its benefits to prisoners and staff.
- 2.10 Ensuring that relevant CBHFA projects can be used by prison staff as well e.g. Blood pressure and Body Mass Index (BMI) sessions on landings.

## Example Role Definition

### Irish Red Cross Inmate Communications Volunteer

#### 1.0 Aim :

- 1.1 To provide supervisory support for inmate Irish Red Cross volunteers within the classroom and in community based assignments/events.

#### 2.0 Objectives:

- 2.1 Ensures that the volunteers sign the IRC Guidelines for volunteer inmates at the start of the course.
- 2.2 Identifies, with the ETB Teacher, CNO/Nurse, Volunteers and discipline staff (ACO, Chief Officer and prison officers) which projects need to be implemented
- 2.3 Agrees & writes the project plan in conjunction with the CNO/Nurse, ETB teacher and discipline staff.
- 2.4 Designs in conjunction with Prison Management the CNO/Nurse, ETB Teacher, relevant baseline and end-line surveys prior to implementing a project in order to be able to identify impact.
- 2.5 Leads the volunteers in monitoring and evaluating the impact of projects in close cooperation of the CNO/Nurse and ETB Teacher.
- 2.6 Assists volunteers in preparing project plans.
- 2.7 Ensures that volunteers are supported in preparing effective project reports that indicate specific impact around the prison community.
- 2.8 Liaises as required with the CBHFA/Chief Officer ACO to ensure that logistical arrangements are in place prior to implementing projects/events, ensuring that the ETB Teacher & Nurse are fully briefed.
- 2.9 Organizes volunteers in the preparation of requirements for events/activities
- 2.10 Ensures that relevant Trained Trainers are available for classroom facilitation/ assisting staff trainers.
- 2.11 Ensures that all records of lesson plans and other requirements for facilitation quality assurance are available for inspection.
- 2.12 Notify the IPS Programme Director/IRC Programme Manager of any situations or problems which may call the integrity of the Emblem and Irish Red Cross into question.
- 2.13 Ensures that the ETB teacher is briefed about all issues affecting the delivery of classroom activity.
- 2.14 Ensures that the CBHFA CNO/Nurse is briefed on any problems with healthcare education delivery.
- 2.15 Proactively seeks out relevant potential projects for planning and implementation in conjunction with the CNO/Nurse and ETB teacher.
- 2.16 Ensures that no activities are commenced without the knowledge of the Prison Implementation team (Discipline management, ETB Teacher, CNO/Nurse and / or Programme Management
- 2.17 Ensures that group meetings are held every week extra to the scheduled classroom course sessions for the planning and implementation of projects.
- 2.18 Attends monthly Community Health *Action* Committee

## Example Role Definition

### Irish Red Cross Inmate Note Taker Volunteer

#### 1.0 Aim :

1.1 To provide secretarial support for the CBHFA group

#### 2.0 Objectives:

2.1 Ensures that notes are kept of all CBHFA weekly meetings

2.2 Attends monthly Community Health Action Committee (CHAC) meetings

2.3 If chosen as secretary of CHAC, provides notes of meeting each month.

2.4 Keeps a Group Journal of all project activity

2.5 Liaises with the IRC Programme Director and the IPS Programme Manager about work related to projects in progress.

2.6 Provides an example of all posters/materials developed for keeping by the IRC Programme Manager.

## Example Role Definition

### Irish Red Cross Volunteer Inmate CBHFA Trained Trainer

#### 1.0 Aim :

- 1.1 To provide facilitating support to the ETB teacher and Nurse in the planning, delivery and evaluation of learning opportunities for volunteers who are undertaking the CBHFA course.

#### 2.0 Objectives:

- 2.1 Identifies, with the ETB Teacher, Nurse and Volunteers, the learning needs through the execution of module 3 of CBHFA.
- 2.2 Agrees with the Facilitating team which classes will be delivered by the Trained Trainer (TT) and prepares an appropriate lesson plan for the session.
- 2.3 Agree the final lesson plan with the ETB teacher and ensures that all relevant teaching aids/ requirements are prepared ready for the session.
- 2.4 Implements the learning intervention based on the lesson plan.
- 2.5 Evaluates the learning session and agrees with the ETB teacher/Nurse what could be done differently next time and what went well. Documents these outcomes in the TTs Reflective Learning Journal.
- 2.6 Assists volunteers in preparing project plans.
- 2.7 Ensures that health care is coordinated with on all project matters.
- 2.8 Designs with the Nurse/ETB teacher a pre-project baseline survey/assessment to identify the level of knowledge/situation before the project is implemented.
- 2.9 Identifies with the volunteers, the logistical requirements to be able to execute the project and informs the ETB teacher /Nurse who can then inform the ACO of requirements. The CBHFA team will discuss the requirements at the next Community Health Action Committee so that it is resolved in a timely manner.
- 2.10 Supervises the volunteers to implement the project and conducts an end-line survey/assessment after the project has been implemented.
- 2.11 Assists the volunteers to write a project report based on the findings of the end line assessment

*The TT volunteer will undergo supervised facilitation for X sessions and then continue independently following a satisfactory report from the ETB Teacher.*



# Briefing Guide for Irish Red Cross Local Branch CBHFA Support Volunteers

*Visits from time to time, provides encouragement to inmate volunteers and available to assist staff if necessary*

## The Programme

The programme is a partnership project between the Irish Prison Service, Education & Training Board Ireland (ETBI) and Irish Red Cross, which has recruited Irish Red Cross (IRC) inmate volunteers who become peer to peer educators in their prison community. Having completed various modules within the Community Based Health & First Aid programme, they manage a number of projects aimed at improving the overall health and wellbeing of prisoners. These are a broad range of projects and include hygiene improvement, stigma-reduction/awareness programmes as well as mental and physical health. Each group and prison is different so the project work can vary hugely.

## Role of the IRC Volunteer

The role of the IRC volunteer is to support the IRC Community Based Health & First Aid (CBHFA) programme involving IRC volunteer inmates. The prisoners are generally very proud to be involved as IRC volunteer inmates and realise it is a privilege to be part of the worldwide movement, and so, to have a link with a member of the local branch is of benefit to them. Furthermore it would also be beneficial if the IRC volunteer reported the progress of the programme to their own Area/Branch Committees from time to time, strengthening this link.

The IRC volunteer should act in accordance with the Seven Fundamental Principles of the Red Cross, have a good knowledge of how the IRC operates, the work it carries out and the correct use of the Red Cross emblems. The volunteer is an ambassador for the IRC and therefore a clean, neat appearance is expected. The IRC volunteer does not need to have a first aid background as the first aid component may be taught by the ETB within the prison or organised separately with the Irish Red Cross. In general the IRC volunteer will be assigned to a specific prison.

An example of how the IRC volunteer can assist with the programme is by gathering information on various topics (e.g. using internet searches or phone calls to relevant people) and also by helping with facilitation on specific modules within the CBHFA programme.

## Support

The IRC volunteer will be supported by the IRC CBHFA Programme Manager. Any concerns, feedback (constructive criticism or praise) should be brought to the attention of the Programme Manager or the IRC Head of National Services immediately.

## Responsibilities

- **Punctuality:** You are asked to be very punctual due to the security requirements within the prison
- **Security:** Please bring photo identification (e.g. passport, driving licence) which will be required to get access into the prison. Mobile phones or any other electronic equipment are not allowed into the prisons – please leave them behind.
- **Reliability:** It is essential that prison reception knows you are coming. If expected and unable to attend please inform the relevant staff in good time.
- **Availability:** There is an ongoing commitment to this programme from a volunteer. Please take on this role only if you can attend regularly and get involved in the programme. Bear in mind, with security and parking requirements etc, a two hour session can take over three hours on top of travel time. Sessions are generally on weekdays to facilitate the prison timetable.
- **Confidentiality:** Personal details of prisoners should not be discussed outside of the prison. Please do not ask anyone why they are in prison. Don't carry unnecessary documentation with prisoners' identities outside of the prison. An exception may be applications for certificates.
- **Positive Outlook:** Within the training sessions and group work it is important to have a positive outlook, to be non-judgemental and, at times, diplomatic. Prisoners come from many different backgrounds and may have literacy or language problems, so good humour and positive encouragement makes a big impact.
- **Reputation:** It is important to remember that having access to a prison should be taken very seriously. Any actions by an IRC volunteer which may put the IRC reputation or the CBHFA programme in jeopardy would result in the volunteer being removed from the programme and could involve disciplinary action.