

REMEMBER YOU ARE HERE TO DO CLOSE PROXIMITY OBSERVATIONS

- Please liaise with the Custody Officer for a full briefing of the detainee's care plan. You must ensure that you fully understand your role and responsibilities. If in doubt ask!
- Ensure that an entry is made on the relevant custody EDL confirming that you have taken over the observations and that you are fully aware of the care plan for the detainee you are observing.
- You must physically supervise the detainee in close proximity. Confirm with the Custody Officer whether the cell door is to be kept open or closed (usually open). If the cell door is to be closed then request that you are issued with a key to the cell.
- You must positively engage with the detainee at frequent and irregular intervals.
- Your observations, including the detainee's behaviour / condition must be recorded contemporaneously by you on a WG420A (custody record continuation / handwritten).
- Any changes in behaviour / condition must be reported to the custody officer immediately.
- Should you be relieved from your constant watch duties, the custody EDL must be updated. You must ensure that you verbally brief the Custody Officer and any Officer taking over this role prior to exiting the custody suite.
- Remember to hand over the key to the cell.

Ensure that you constantly monitor the detainee at all times, and that you do not get distracted.