



GATWICK DETAINEES WELFARE GROUP

Registered Charity No. 1124328

A Company Limited by Guarantee registered in England and Wales No. 4911257

Policy title	Policy for the collection and delivery of property
Approved by	Avril Loveless, Daniel Eichner, Anna Pincus
Date	April 2019
Date ratified by Board	April 2019
Date revision next due	April 2021

1 Policy statement

- This policy provides guidance for GDWG staff and visitors if they are asked to collect and/or deliver property on behalf of people detained in Brook House and Tinsley House.
- The underlying principles are that:
 - GDWG seeks to support the welfare and well-being of people held in the detention system through friendship, support and advocacy for fair treatment.
 - GDWG has legal, financial and operational responsibilities in carrying out its activities.
 - All items transferred are the responsibility of the detainee, not GDWG.

2 Types of property

- The types of property that we can collect and deliver are formal documentation such as identification documents, formal correspondence, evidence of residence etc, and personal mementoes such as letters, books, magazines and photographs. Clothes could be collected if the detainee or the person handing over the property gives written confirmation that they do not contain restricted items.
- We cannot take responsibility for:-
 - restricted items such as liquids, creams, powders, aerosols, medicines, alcoholic drinks, drugs, weapons, flammable substances, blunt instruments, chemical items and sharp objects;
 - digital media and devices (unless written permission has been given about the transfer being the responsibility of the detainee or they have been collected from a police station or police storage where the digital devices have been scanned and cleared as evidence).

3 Financial limits

- The limit to expenses in travel and costs in collecting and delivering property will be £30.

4 Authorisation of collection

- Authorisation for GDWG staff, visitors or couriers for collection of property must be given in writing by the detainee who recognises that all items are transferred at their own risk and not the responsibility of GDWG. Written permission can be given by email.
- An inventory of the contents of the property being collected must be listed and signed by the person delivering the property and the person collecting it.

5 Collection and delivery of property

- Property must be collected and the inventory made in a public place.
- Property can be collected from a local police station where travel expenses and costs do not exceed £30.
- Digital media and devices such as phones and laptops can be collected from a police station or police storage facilities if the police have scanned and released the contents.
- GDWG staff and visitors are advised to check any luggage weight restrictions with Brook House and Tinsley House before collecting and delivering property for individual detainees.
- If at any time of collection or delivery of property GDWG staff, volunteers and visitors feel unsure or ill at ease they can leave the situation and do not have any obligation to go through the process.

6 Recording the collection and delivery of property

- Visitors are advised to inform GDWG staff of the collection and delivery of property on behalf of detainees.
- GDWG staff will record the authorised collection and delivery of property on behalf of detainees.

7 Appendix One: The Government legislation 'Detained Person's Property'

Appendix One

The Government legislation on Detention Centre Rules Section 6 'Detained Person's Property'

<https://www.legislation.gov.uk/ukSI/2001/238/article/6/made>

STATUTORY INSTRUMENTS

2001 No. 238

The Detention Centre Rules 2001

PART II

DETAINED PERSONS

ADMISSIONS AND DISCHARGE

Detained persons' property

6.—(1) Every detained person shall be entitled to retain all his personal property, other than cash, for his own use at the detention centre save where such retention is contrary to the interests of safety or security or is incompatible with the storage facilities provided at the centre.

(2) Anything, other than cash, which a detained person has at a detention centre and which he is not allowed to retain for his own use as a result of paragraph (1) shall be taken into the manager's custody.

(3) An inventory of a detained person's property shall be kept, and he shall be required to sign it, after having a proper opportunity to see that it is correct.

(4) A detained person may have supplied to him at his expense and retain for his own use books, newspapers, writing materials and other means of occupation, except any that appears objectionable to the manager or the Secretary of State on grounds that it is likely to give offence to others.

(5) Any cash that a detained person does not wish to keep in his possession, or which he is not entitled to keep in his possession, shall be deposited with the manager for safekeeping and a receipt issued, which the detained person shall be required to sign, after having a proper opportunity to see that it is correct.

(6) A detained person shall be entitled to reasonable access to any cash deposited with the manager for safekeeping under paragraph (5).

(7) For the purposes of paragraph (5), a detained person shall not be entitled to keep in his possession any cash which is greater than an amount to be directed by the Secretary of State in the interests of prevention of loss or crime at the detention centre.

(8) Any property or cash which a detained person has deposited with, or surrendered to, the manager in accordance with these Rules shall be returned to the detained person upon his discharge from the detention centre.

(9) Any article belonging to a detained person which remains unclaimed for a period of more than one year after he is discharged from the detention centre, or dies, may be sold or otherwise disposed of and the net proceeds of any sale shall be applied, under the joint authority of the manager and the contract monitor, to purposes for the benefit of all detained persons.

(10) The manager may confiscate any unauthorised article found in the possession of a detained person after his reception into a detention centre, or concealed or deposited anywhere within a centre.