

**Action Plan- Ms Sarah Burke at HMP &YOI Drake Hall on 11/11/2016**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	<p>The Director of Peterborough should produce clear local guidance about procedures for identifying prisoners at risk of suicide and self-harm and for managing and supporting them on arrival. In particular this should ensure that reception and first night staff:</p> <ul style="list-style-type: none"> <li>• Have a clear understanding of their responsibilities and the need to share all relevant information about risk;</li> <li>• Consider and record all the known risk factors of a newly-arrived prisoner when determining their risk of suicide or self-harm, including information from Person Escort Record forms (PER) and other sources; and</li> <li>• Open an ACCT whenever a prisoner has recently self-harmed or expressed suicidal intent.</li> </ul>	Accepted	<p>All staff were reminded in December 2016 via a local guidance document and the Safer Prisons newsletter that they must manage and support prisoners on arrival, and that reception and first night staff first must have a clear understanding of their responsibilities and the need to share all relevant information about risk. Staff were also reminded that they must consider and record all the known risk factors of a newly-arrived prisoner when determining their risk of suicide or self-harm, including information from Person Escort Record forms and other sources; and must open an ACCT whenever a prisoner has recently self-harmed or expressed suicidal intent.</p> <p>All staff were further reminded at this time of the reception screening risk assessment document. This document is a useful tool for staff to ensure they consider various factors on arrival in reception.</p> <p>All staff will receive refresher training in reception screening risk assessment by September 2017.</p>	Director Early Days in Custody Manager. September 2017
2	<p>The Governor of Drake Hall should ensure that all prison staff are made aware of and understand the local violence reduction protocol and their responsibilities after an act of</p>	Accepted	<p>The violence reduction policy was reviewed and updated in January 2017. All staff were made aware of the policy via a full staff briefing and notice to staff, and reminded of the importance of efficiently and effectively communicating the nature of the act of violence to other colleagues, via a safer incident report. Staff were also reminded of the importance of</p>	Governor Head of Safer Custody Head of

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	<p>violence so that staff:</p> <ul style="list-style-type: none"> <li>• Efficiently and effectively communicate the nature of the act of violence;</li> <li>• Support and protect victims;</li> <li>• Take appropriate measures against perpetrators to address violent or antisocial behaviour.</li> </ul>		<p>supporting and protecting victims, and taking appropriate measures against perpetrators to address violent or antisocial behaviour. All residential staff have been tasked with undertaking violence reduction investigations, which will ensure that all acts of violence are thoroughly investigated and reported. The safer custody department will follow up all incidents of bullying or violence, and these will be recorded on a violence reduction log.</p> <p>All prisoners who have been the victims of violence or bullying are supported through prisoner and staff representatives and provided with helpful information booklets on assertive behaviours.</p> <p>An accredited mediation course was delivered to a number of staff and prisoners in March 2017, entitled Confronting Conflict. There are now seven staff and three prisoners trained in offering mediation at the establishment to prisoners who may need it.</p> <p>Perpetrators of violence and bullying are required to attend a number of intervention programmes, to address their behaviour, such as challenging anti-social behaviour programme. This is a two stage system which is now due to be linked to the Disruptive prisoner policy. The prisoner is placed on either stage 1 or 2 depending upon the level of anti-social behaviour displayed. Sanctions for perpetrators include the adjudication process, Incentive and Earned Privilege, Prison Rule 45 (Good Order Or Discipline). The disruptive prisoner protocol provides an additional level where the prisoner will be regularly moved around the establishment, subjected to drug testing and monitored closely.</p>	<p>Security Head of Safer Custody August 2017</p>

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			This recommendation will be closely monitored by the Head of Safer Custody. Analysis will be discussed at the monthly safer custody and senior management meetings.	
3	The Head of Healthcare of Drake Hall should ensure all health care providers record all interventions in prisoners' primary medical records so all information is captured, enabling appropriate continuity of care for each prisoner.	Accepted	The Head of Healthcare met with all healthcare staff in January 2017. They have been reminded to record all interventions in prisoners' primary medical records so all information is captured, enabling appropriate continuity of care for each prisoner. The Brain Injury worker at the establishment has been given access to healthcare records in order to record interventions appropriately.	Head of Healthcare Completed
4	The Governor of Drake Hall should ensure that, when a prisoner is reported missing, staff satisfy themselves of the wellbeing of the prisoner and that there are no immediate issues that need attention	Accepted	New procedures were implemented in January 2017 to ensure that all prisoners are accounted for by work parties. All women must report to their work areas by 8.15hrs each morning time so that they can be accounted for. If they cannot be accounted for a stand fast roll check will take place within the hour and the information escalated to the orderly officer and Duty Governor. Staff are briefed by the Orderly Officer that when a prisoner is reported missing, they must check every room, and satisfy themselves of the wellbeing of the prisoner and that there are no immediate issues that need attention. Contingency plans for missing prisoners have been updated in April 2017 to include the new processes.	Governor Completed
5	The Governor of Drake Hall should ensure that all prison staff are made	Accepted	All staff will be reminded via a staff notice in July 2017 of PSI 03/2013 and their responsibilities during medical emergencies, including the	Governor July 2017

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	<p>aware of and understand PSI 03/2013 and their responsibilities during medical emergencies, including that they:</p> <ul style="list-style-type: none"> <li>• Efficiently and effectively communicate the nature of a medical emergency by using the appropriate emergency code; and</li> <li>• Begin resuscitation immediately</li> </ul>		<p>importance of efficiently and effectively communicating the nature of a medical emergency; using the appropriate emergency code; and beginning resuscitation immediately.</p> <p>Individual guidance in the form of a leaflet will be also issued to all staff in July 2017.</p>	