

**Action Plan – Darren Humphreys HMP Altcourse
Self -Inflicted 21/07/2016**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Director should ensure that reception staff have a clear understanding of their responsibilities and the need to share all relevant information about risk, and that they consider and record all the known risk factors of a newly arrived prisoner when determining the risk of suicide and self-harm.	Accepted	<p>Reception staff are now within the Safer Custody function and operate as part of this wider team. This change means that there is a greater emphasis being placed on their role in identifying and communicating risk factors.</p> <p>Reception staff have been reminded through training of the known risk factors and their responsibilities to share information and how to respond to markers that are flagged up. In addition, a notice to all staff has also been issued regarding risk factors and appropriate responses.</p> <p>Admissions paperwork has been reviewed and developed to ensure that suicide and self-harm markers are easily flagged so they can be actioned immediately. Any immediate concerns are actioned by the First Night Officer; anything of a non-urgent nature will be flagged up for the induction team to pick up the following day.</p> <p>The prisoner escort record (PER) paperwork will be passed from the Admissions Manager to the First Night Officer who will check and log the paperwork and discuss any concerns with the prisoner. The same paperwork is then passed on to the Nurse who would also use this to inform their assessment and paperwork.</p>	Completed Head of Safer Custody
2	The Director should ensure that prison		The Safer Custody Strategy and First Days In Custody Strategy	Completed

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	<p>staff manage prisoners at risk of suicide and self-harm in line with national guidance, including that:</p> <ul style="list-style-type: none"> ▪ ACCT case reviews are multidisciplinary where possible and include all relevant people involved in the prisoner's care, with healthcare staff attending all first case reviews. ▪ ACCT care map actions are specific and meaningful, identify all of the issues identified during the assessment interview and at case reviews, and that ACCT monitoring does not stop until all care map actions have been completed. ▪ Post-closure reviews take place within seven days of closing ACCT procedures 	Accepted	<p>have been reviewed to ensure policy compliance with all national guidance around suicide and self-harm.</p> <p>All case managers have undergone further training, which included reminding staff of the need to ensure reviews are multi-disciplinary and include healthcare. If a particular department cannot attend, depending on their level of involvement, the case review will take place without their attendance but they will be expected to provide a written or oral contribution. Initial case review will not take place without healthcare input.</p> <p>Safer custody awareness (including ACCT training) is regularly facilitated throughout the establishment with the training team maintaining records to ensure all staff have completed on a yearly basis. All new members of staff complete this training as part of their training/induction.</p> <p>Information and reminders are communicated to all members of staff through emails, management meetings, further staff training, awareness sessions and one to one training take place where required.</p> <p>All ACCT case reviews, caremap actions and post closure review documentation is checked each morning by the unit managers. They will also check that reviews are noted on the staff board and communications book and that they are 'tasked' for the day.</p>	Head of Safer Custody

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			<p>The Duty Directors conduct management checks on a weekly basis and the Safer Custody Managers do this on an ad-hoc basis to ensure both compliance and quality.</p> <p>Non-compliance will result in the individual identified to be spoken to by the ACCT Co-ordinator on a 1:1 basis, and their manager will be informed so that further checks can be carried out. Any themes or ongoing issues will be raised to all staff via emails, through manager team meetings, senior management team meetings and training.</p> <p>The ACCT Co-ordinator also has a spreadsheet where all reviews are documented so that they can keep a check that these are carried out.</p>	
3	The Director should ensure that all prison staff are made aware of and understand their responsibilities during medical emergencies, including that they use their radio to communicate the nature of a medical emergency quickly and effectively.	Accepted	Current procedures for medical emergencies have been reviewed and the process has been communicated to all staff through written notices, management meetings and staff training and awareness sessions. This has occurred with both operational and clinical teams and is now included in the prison officer training course and as part of the induction for new staff.	Completed Head of Safer Custody