

Action Plan:

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible	Progress (to be updated after 6 months)
1	<p>The Governor should ensure that there is a coordinated approach to handling intelligence at the prison with clear lines of responsibility and a clear protocol about information sharing between the security department, residential staff and others, including the police. Information should be acted on quickly and investigated where necessary.</p>	Accepted	<p>All staff in the Security department are in the process of receiving NOMS national training in the handling and management of intelligence. This will be completed by June 2015.</p> <p>The Local Security Strategy provides guidelines on the protocol for gathering and disseminating information, and intelligence is managed in line with national standards, overseen by management checks of the intelligence and dissemination via the Mercury system.</p> <p>There is a new Police Information Officer based at HMP Wandsworth who is fully aware of the need to investigate matters in a timely fashion. All intelligence is processed in a timely manner, information is disseminated to the relevant departments based on the intelligence assessment, this will include, residential staff and the police intelligence officer, if required. The Mercury intelligence system provides an auditable trail of disseminations</p>	<p>Head of Security</p> <p>Complete</p>	

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			All intelligence analysed and assessed is management checked by Security managers to ensure the intelligence has been processed in a timely manner, with any actions required as necessary and has been disseminated correctly to the relevant departments.		
2	The Governor should ensure that, where appropriate, staff submitting security intelligence reports also record relevant information in prisoners' records, wing observation books and elsewhere as necessary.	Accepted	<p>The Head of Residence will provide written guidance to Wing Managers instructing them to introduce daily management checks which provide assurance that information submitted through the Mercury system is, where appropriate to do so recorded, on the prisoners NOMIS Case Notes and the wing Observation Book.</p> <p>The appropriate dissemination of information is also a requirement of and is managed through the recently launched Incident Reporting System at HMP Wandsworth</p>	<p align="center">Head of Residence</p> <p align="center">June 2015</p>	
3	The Governor should ensure that the	Accepted	A revised Violence Reduction Strategy providing	Head of	

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	Tackling Anti-Social Behaviour procedures are used actively, promptly and effectively to challenge prisoners suspected of bullying behaviour and to support their victims.		clear guidance for all staff and managers on the management of those identified as perpetrators of violence or bullying was launched at HMP Wandsworth on the 22 nd March 2015. The guidance outlines the sanctions to be imposed on those involved in violent incidents and the strategy for supporting victims of both bullying and violence. This guidance requires time bound actions to be taken to challenge the behaviour of perpetrators and provides guidance on the support of victims.	Safety Completed	
4	The Governor should develop a strategy to manage prisoners in the vulnerable prisoner unit who themselves are a risk to other vulnerable prisoners.	Accepted	The Head of Safety and Heads of Residential will in partnership, develop a protocol to manage those prisoners posing a risk to other within a Vulnerable Prisoners Unit. This protocol will focus on the use of the IEP scheme and the recently launched Violence Reduction Policy to challenge behaviour.	Head of Safety and Heads of Residential June 2015	
5	The Governor should ensure that prison staff manage prisoners at risk of suicide or self-harm in line with	Accepted	The Head of Safety in partnership with the Head of Corporate Services are developing a local ACCT training programme to ensure that all	Head of Safety and Head of	

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	<p>national guidelines, including:</p> <ul style="list-style-type: none"> • Multi-disciplinary ACCT reviews which set caremap objectives to address the underlying causes of a prisoner's distress. • Ensuring that all caremap actions have been completed before an ACCT is closed. • Carrying out ACCT observations at unpredictable intervals. • That all staff receive ACCT training. 		<p>members of staff in contact with prisoners access ACCT refresher training within a 12 month period. This training will cover each of the concerns raised here to ensure staff are reminded of the requirements of the ACCT process. This programme will also facilitate Assessor and Case Manager training.</p> <p>In March 2015, HMP Wandsworth implemented a revised system for providing quality assurance of ACCT documents. The new process requires Band 5 managers to quality assure all ACCT documents and processes within 72hrs of the document being raised. These checks are further quality assured by Band 7 and 8 managers each week.</p> <p>All quality checks are recorded on a pro-forma which is passed to the Safety Team, who conduct ad-hoc checks on the previous checks conducted and provide advice to staff involved in the ACCT process where necessary.</p>	<p>Corporate Services</p> <p>July 2015</p>	

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6	The Governor should ensure that a member of Prison Service staff informs a prisoner's family quickly and in person of their death, in line with national guidance.	Accepted	Contingency Plans have been amended to reflect the need for the recorded next of kin of the deceased to be informed of their death as soon as possible after the event by the nominated Family Liaison Officer. In addition this reminds staff that where it has been necessary for the police to contact the next of kin, the FLO must also contact the next of kin as soon as possible afterwards.	Head of Safety Completed	