

Action Plan: Oliver John PASCOE – HMP Dartmoor

Action Plan

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible	Progress (to be updated after 6 months)
1	The Governor should ensure that officers are vigilant for signs of intimidation or drug misuse to protect prisoners' safety.	Accepted	<p>Officers are aware that should they see signs of intimidation and bullying or drug misuse, they are required to submit an intelligence report and to make a note in observation books, for further investigation/action to be considered.</p> <p>Prisoners are encouraged to report bullying to staff in person however if they feel they cannot do this, they are encouraged to use the Safer Custody Helpline which is advertised on the back of each cell door.</p> <p>Dartmoor operates a Victim of Bullying Support booklet which includes a multi-discipline and holistic approach to ensure the victim is supported.</p> <p>There is a phone line available for family members and friends to report any concerns they may have about a prisoner, posters are in the Visits area and also in the "Choices" (family visit facilitators) Reception area.</p> <p>Dartmoor has introduced an "Under 25" questionnaire as part of the local reception process. This asks all newly received prisoners for various information including whether this is their first time the prisoner; if they are in contact with their family; if they have previously engaged with a Mental Health Team; if they have witnessed or been part of a significant incident; key dates regarding their offending, and if there are any key dates with regard</p>	<p>In place / ongoing</p> <p>Head of Residence/Safety</p>	

			<p>to possible triggers for self-harm, family events or friends / family passing.</p> <p>Behind every cell door there is a laminated notice to prisoners that provides clear details of both the Samaritans Freephone line and a Freephone number giving direct access to the Safer Custody Department, should anyone have concerns about their own safety. The above protocols will be reiterated during ongoing Safer Custody training for all staff and Managers.</p>		
2	<p>The Governors at Exeter and Dartmoor should produce clear local guidelines about procedures for identifying prisoners at risk of self-harm and for managing and supporting them. In particular, this should ensure that reception and healthcare staff:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have a clear understanding of responsibilities and the need to share all relevant information about risk. <input type="checkbox"/> Consider and record all the known risk factors of a newly arrived prisoner when determining their risk of suicide or self-harm. 	Accepted	<p>The introduction of an Under 25 questionnaire on arrival to HMP Dartmoor during the Reception process will be undertaken. The contents of the completed form are reviewed by reception staff and any concerns regarding a prisoner's risk to self are shared with staff on NOMIS, and the safer custody department, and an ACCT will be opened where reception staff deem a prisoner to be at-risk of suicide and/or self-harm.</p> <p>Local safer custody training has been delivered recently each month since June 2015, and ACCT Assessor training is due to take place in October 2015. The local training focuses on possible risks and triggers, with specific attention upon first night processes. The training also highlights the importance of reviewing all available documentation on arrival and sharing at-risk information.</p> <p>Recent discussions have taken place with the Head of Healthcare and a bespoke training session for ACCT and CSRA will be produced for delivery in November 2015.</p> <p>Clear local guidelines about procedures for identifying prisoners at risk of self-harm and for managing and supporting them; during the Regional SMT for Governing Governors, this was discussed and will be taken forward</p>	<p>November 2015</p> <p>Head of Residence (Safety).</p> <p>Ongoing</p> <p>Ongoing</p>	

			<p>within the South West region by the Regional Safer Custody lead in due course.</p> <p>At HMP Exeter, a comprehensive review of all Safeguarding procedures has been undertaken. The local Safeguarding Policy includes a comprehensive local ACCT guide, compliant with relevant instructions. A local risk and triggers assessment process is in use at the First Night Centre. This process helps staff to identify risk factors, and serves as a reminder to not just consider a prisoners presentation, but to make a balanced judgement regarding possible risks. This new risk and triggers assessment is recorded including the decisions making process.</p> <p>A new Governors Order concerning risks and triggers has been issued, and face to face training has been provided to all Officers involved with First Night procedures. This is being supported by a staff training event focussing of Risks and Triggers. The Head of Residence and Safety regularly conducts supervision with all Band 4 managers holding a caseload of ACCTs. This supervision is structured and designed to improve local ACCT processes, and improve risk and triggers identification and the management of at-risk prisoners.</p>	Head of Safer Custody. Complete	
3	The Governor should ensure that all prison staff are aware of, and understand PSI 03/2013 and their responsibilities during a medical emergency, including efficient communication of the nature of the emergency and ensuring there are no delays in calling an emergency ambulance.	Accepted	A Governors order was issued in 2015 to remind staff about the use of emergency codes and the importance of calling for ambulances promptly (GO 06/2015 refers). Governors Orders are published on the Intranet for all staff to access. These are also printed and are available in hard copy form on the notice board in the entrance to the administrative building.	Complete Head of Residence (Safety)	