

Action Plan – Mark Shepherd. HMP/YOI PARC. 22/01/2018

No	Recommendation	Accepted/ Not Accepted	Response	Target date for completion and function responsible
1	<p>The Director should ensure that officers understand their responsibilities for checking on the wellbeing of prisoners when unlocking their cells and ensuring that there are no immediate issues that need attention.</p>	Accepted	<p>Staff are expected to check a prisoner’s wellbeing by opening the cell/room door and ensuring they either observe movement or engage in communication with the prisoner.</p> <p>Senior Management checks were put in place in July 2018 across residential units to ensure compliance with the Director’s Order that instructs staff that they will conduct a welfare check on prisoners when they are unlocked. The checks consists of a check at morning and afternoon unlocks and are recorded in the Duty Director Occurrence Ledger. The Duty Director observes one unit daily via the CCTV system to ensure that the officers are completing the welfare check appropriately. This is done every day on a rolling programme to ensure that all units are monitored accordingly.</p> <p>Should the viewing of CCTV identify that any welfare checks have not been completed properly this would result in further investigation and any formal action would be considered under the disciplinary manual where appropriate.</p>	<p>Completed</p> <p>Deputy Director</p>