

Action Plan – Luke Oliver Punchard at HMP Norwich on 02/06/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Group Director for the Eastern Region should satisfy himself that effective procedures are in place for the strategic management and support of prisoners who have been in long-term segregation at more than one prison.	Accepted	<p>In line with PSO 1700 Segregation, the Prison Group Director (PGD) will continue to have oversight of strategic management of prisoners who have been in long term segregation at more than one prison within the Eastern region.</p> <p>Governance and assurance of the management of long-term segregation procedures will be assessed during quarterly establishment visits by the Prison Group Director (PGD). Feedback and instructions to Governing Governors will be disseminated at monthly regional meetings led by the PGD, to ensure effective procedures are in place for the strategic management and support of prisoners who have been in long term segregation.</p> <p>Any specific concerns linked to individual establishments will be addressed and monitored through the visit reporting mechanisms.</p>	Acting Prison Group Director Eastern Region January 2018
2	The Governor of HMP Norwich should ensure staff record the options considered and specific steps taken in assisting prisoners to return to normal location from segregation	Accepted	<p>In January 2018, a new reintegration plan came into effect requiring staff to clearly record the options considered and specific steps taken in assisting prisoners to return to normal location from the segregation unit. Staff were informed of these changes by staff notice.</p> <p>The reintegration plan is checked and signed off by the Governor completing the Good Order Or Discipline (GOOD) review within 72 hours of a prisoner arriving in the segregation unit. If reintegration is not suitable at the 72 hour point, this is fully documented within the GOOD paperwork, the reintegration plan and the defensible decision log. The reintegration plan is reviewed and updated at</p>	Governor Head of Violence Reduction and Segregation Completed

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			every subsequent GOOD review and every attempt at reintegration is also recorded within the segregation daily history sheets and made available to the Governor at subsequent GOOD reviews.	
3	The Governor of HMP Norwich should ensure that long-term segregation is considered as a risk factor when assessing risk of suicide and self-harm.	Accepted	The Senior Management Team (SMT) will be reminded during a SMT meeting in January 2018 that at each GOOD review for a prisoner who has been on long term segregation, that the amount of time they have spent in segregation must be considered and documented in terms of the risk of self-harm and suicide, and that a member of staff from the mental health team must be present at all GOOD reviews to support in the decision making process.	Governor Head of Violence Reduction and Segregation January 2018
4	The Governor of HMP Highpoint should ensure re-categorisation decisions are taken in line with PSI 40/2011 and in particular demonstrate how a prisoner's risk had changed to justify re-categorisation.	Accepted	All relevant staff will be reminded via e-mail in February 2018 that re-categorisation decisions must be taken in line with PSI 40/2011. The Head of Offender Management Unit will check all re-categorisation paperwork to ensure that this evidences any change in risk and that all justification is noted by the Governor authorising re-categorisation. Since April 2016 any prisoner at risk will be highlighted on the daily briefing report which is circulated to all staff and discussed at the daily operational meeting so their needs are addressed, and their categorisation reviewed in the light of new information. All information is recorded on NOMIS and the RC1 re-categorisation form. Any prisoner who is recommended to be re-categorised to category B due to the risk factors identified on the RC1 will be signed off by the Governor or the Deputy Governor and reason for re-categorisation documented	Governor Head of Offender Management Unit February 2018