

**Action Plan – David Brown . HMP Doncaster . NC. 16/12/2017**

<b>No</b>	<b>Recommendation</b>	<b>Accepted/Not Accepted</b>	<b>Response</b>	<b>Target date for completion and function responsible</b>
1	The Governor should ensure that staff notify the next of kin and appoint a family liaison officer as soon as possible when a prisoner becomes seriously ill.	Accepted	The FLO process was updated in February 2018 and new instructions have been provided to the relevant managers who would appoint a FLO. This includes when to appoint a FLO should a prisoner become seriously ill. These instructions were emailed to every Custodial Manager in February 2018 and the guide is available in hard copy in the Command Suite and on the notice boards in the Duty Managers Office.	Completed Head of Safer Custody