

Action Plan – Reginald Swinscoe HMP Thameside NC 06/07/2018				
No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Director should ensure that all staff undertaking and reviewing risk assessments for prisoners taken to hospital understand the legal position and that assessments fully take in to account the health of a prisoner and are based on the actual risk the prisoner presents at the time.	Accepted	<p>Prison staff will comply with the Prison Service Instruction including Prisoner Escort Record and Security Risk Assessments when prisoners are taken to hospital and this will take into account the prisoner's health and mobility.</p> <p>Staff undertaking and reviewing risk assessments will follow procedures as set down by HMPPS when completing prisoner escorting records and risk assessments, and as per procedure any risk assessment will be reviewed and signed off by manager in charge.</p> <p>Staff Notice will be circulated at the end of January 2019 to communicate the requirements to relevant staff.</p>	<p>31 January 2019</p> <p>Security</p>
2	The Director and Head of Healthcare should ensure that they exercise discretion to allow the families of terminally ill prisoners in the prison's inpatient unit to visit frequently, and as far as possible, in line with the family's wishes.	Accepted	<p>Where a prisoner has been diagnosed as terminally ill, the Head of Healthcare and the Safer Custody Custodial Operations Manager (COM) exercise discretion to allow the families of the terminally ill prisoners in the prison's inpatient unit to visit frequently, and as far as possible, in line with the family's wishes.</p> <p>Whilst the target date is end of Feb 2019; this practise is currently being applied.</p>	<p>28 February 2019</p> <p>Healthcare / Safer Custody</p>
3	The Director should ensure that staff understand the procedures under which terminally ill prisoners may be released to a hospice or nursing home under temporary licence (ROTL), and	Accepted	The Director will issue a notice to all staff at the end of January 2109 on the procedures under which terminally ill prisoners may be released to a hospice or nursing home under temporary licence (ROTL), and that ROTL is considered where appropriate.	<p>31 January 2019</p> <p>Director</p>

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	that ROTL is considered where appropriate.			
4	The Director and Head of Healthcare should ensure that applications for early release on compassionate grounds are completed at the earliest possible opportunity and are progressed without delay.	Accepted	<p>The Director and Head of Healthcare will ensure that applications for early release on compassionate grounds are completed at the earliest possible opportunity and are progressed without delay.</p> <p>A Notice will be circulated at the end of February 2019 to communicate the requirement to relevant staff.</p>	<p>28 February 2019</p> <p>Healthcare / Director</p>
5	The Director should ensure that a prison family liaison officer is appointed at the time of diagnosis (rather than after the prisoner's death) to be the key point of contact for the family during the prisoner's final months and weeks.	Accepted	<p>The Director will ensure that a prison family liaison officer is appointed at the time of diagnosis (rather than after the prisoner's death) and be the key point of contact for the family during the prisoner's final months and weeks.</p> <p>A Notice will be circulated at the end of January 2019 to communicate the requirement to relevant staff.</p>	<p>31 January 2019</p> <p>Director</p>
6	The Director should ensure that if the family of a deceased prisoner asks to view the body, staff approach the Coroner to see if this might be possible, and that the Serco Custodial Safety Strategy is updated to reflect this.	Accepted	<p>The Director will ensure that staff are advised that where the family of a deceased prisoner asks to view the body, staff approach the Police and the Coroner to see if this is possible, and that the Serco Custodial Safety Strategy is updated to reflect this.</p> <p>A Notice will be circulated at the end of February 2019 to communicate the requirement to relevant staff.</p>	<p>28 February 2019</p> <p>Director / Safer Custody</p>