

Action Plan – Darren Capewell at HMP Nottingham on 07/02/2018

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	<p>The Governor should ensure that prison staff manage prisoners at risk of suicide or self-harm in line with national guidelines, including:</p> <ul style="list-style-type: none"> • conducting ACCT reviews as specified in the national instructions; • assessing the level of risk and recording the reasons for decisions; and <p>setting and recording appropriate levels of observations which are adjusted as the perceived level of risk changes.</p>	Accepted	<p>All staff who carry out ACCT Case Reviews have received ACCT Case Manager training, which focuses on how to assess risk, conduct ACCT case reviews correctly and set an appropriate level of observations to keep the person at risk safe.</p> <p>A new process for ACCT reviews is now in place and has been since 01 August 2018. The process is managed by the Safer Custody Team and requires Case Managers to book their case reviews in advance to ensure that all reviews take place on the required dates and are attended by someone from mental health to provide multi- disciplinary input.</p> <p>ACCT Case Managers receive support and guidance from Regional Safer Custody colleagues, who frequently attend Case Reviews to check the quality and content of these reviews. The results are fed back to the Head of Safer Prisons and Equality who takes any remedial action required, such as challenging the case manager if they have not adhered to policy, or giving extra support where required.</p>	<p>Head of Safer Prisons and Equality Completed 30th May 2018</p> <p>Completed and in place from August 2018</p> <p>Ongoing, has been in place since April 2018</p>
2	<p>The Governor should ensure that, in line with national instructions, reception staff examine and record all relevant information about newly arrived prisoners, that all relevant staff see person escort records and suicide and self-harm warning forms and that there is a clear audit trail to demonstrate that this happens.</p>	Accepted	<p>HMP Nottingham have recently changed their reception and first night processes.</p> <p>An integral part of this process is now an Early Days in Custody (EDIC) booklet, which accompanies each prisoner on their journey from initial reception, onto the first night centre, and then onto their residential unit following induction completion.</p> <p>On reception, the Reception Supervising Office completes the initial page which records any risk factors such as any self- harm warning</p>	<p>Head of Residence Head of Safer Prisons and Equality Head of Operations Completed and in place from 29th July 2018</p>

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			<p>form received, mental health issues and whether the prisoner presents as vulnerable.</p> <p>If it is deemed unnecessary to open an ACCT immediately, any warning form is attached to the booklet so that it can be easily seen and considered by Healthcare and Safer Custody staff who will then assess and interview the prisoner.</p> <p>Dedicated staff from Safer Custody are now deployed to reception to interview and assess new prisoners. They ask specific questions about risk factors which may indicate that someone is at increased risk of suicide or self-harm.</p> <p>The prisoner is then assessed by Healthcare, who will also discuss with them any risk factors such as a history of self-harm or suicide attempts, any substance misuse issues, mental health problems or current feelings of suicide or self-harm.</p> <p>At any time an ACCT will be opened if it is decided that the prisoner is at risk of suicide or self-harm and requires additional care and support.</p>	