

**Action Plan – Ms Kelly Quilt at HMP Eastwood Park –Self-Inflicted Death on 21/10/2018**

<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 a member of Prison Service staff informs a prisoner's family or next of kin of their death promptly, in line with PSI 64/2011	Accepted	<p>All Family Liaison Officers (FLO) will be reminded by e-mail of the requirement to ensure the documented and nominated Next of Kin (NOK) is informed of a prisoner's death at the earliest opportunity.</p> <p>All Band 5 and Band 7 managers will be reminded by email of the requirement to ensure that following a death in custody the FLO is identified immediately and that they inform the nominated NOK promptly.</p> <p>A Notice to Staff will be issued reminding staff that all new receptions should provide NOK details upon arrival.</p>	Governor 31 <sup>st</sup> January 2020