

**Action Plan- Ross Hopkins at HMP /YOI PARC on 08/10/2016**

<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 Director should ensure that all decisions which could affect a prisoner's welfare are explained in person and any impact on the prisoner is assessed and recorded.	Accepted	<p>A review of the public protection policy will be conducted in June 2017 to ensure that it reflects the fact that any communication of high risk decisions should be made in person to the prisoner, and any impact on the prisoner should be assessed and recorded by the violence reduction team.</p> <p>The policy will inform staff that any decisions made about the prisoner must be documented in the prisoner's file, and if any concerns are raised or identified about the impact a decision will have on the prisoner, then appropriate actions must be taken, such as the opening of an ACCT document if the prisoner is deemed at risk of suicide or self-harm, or the concerns recorded in the supervision intervention diary as appropriate. The supervision interventions diary is a personalised management plan, with options offered in how to support the prisoner, via mediation, support booklets, and awareness training days.</p> <p>All staff will be reminded in June 2017 via a Director's Prison Information Notice that where an identified next of kin happens to be the subject of a restraining order, the prisoner will be advised to alter their next of kin details to another suitable person, and will be informed of this in person.</p> <p>This recommendation will be closely monitored by the Head of Security and Offender Management.</p>	Director Head of Offender Management Head of Security June 2017
2	The Director and Head of Healthcare should ensure that there is an effective strategy to reduce the supply of, and demand for, drugs, and that staff	Accepted	The Drug Strategy will be reviewed by June 2017 and will involve an updated Psychoactive Substance action plan in response to the significant issues that have been raised at the establishment, relating to the misuse of psychoactive substances, danger to the individuals concerned taking these substances and the potential violence that	Director Head of Healthcare Drug Strategy Senior Manager

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	<p>are vigilant for signs of their use and are briefed on how to respond when prisoners appear to be under the influence of drugs.</p>		<p>the use of NPS can cause. All staff will be made aware of the updated action plan in August 2017 and reminded of the communication strategy, which highlights how to recognise signs and symptoms of prisoners under the influence of NPS and how to respond.</p> <p>Training in monitoring and assessing individuals deemed to be under the influence of NPS forms part of a monthly ongoing training for staff.</p> <p>As part of the process for managing and supporting prisoners under the influence of NPS, monthly focus groups are run by the Drug Strategy Team.</p> <p>A substance misuse observation log has been in operation at the establishment since January 2016 to monitor and assess individuals deemed to be under the influence of NPS. The log is opened by residential staff in conjunction with healthcare, with observations set at agreed intervals to monitor the individual concerned, ensuring their safety. To ensure compliance, the log is now closely monitored by the Head of Residence.</p>	<p>Head of Residence August 2017</p>
3	<p>The Director and Head of Healthcare should ensure that staff provide sufficient and accurate information to the local ambulance service to allow them to deploy an ambulance without delay</p>	Accepted	<p>Additional training will be provided to the control room staff in June 2017 regarding the information that an ambulance control centre will need whenever an ambulance is required. A checklist of these key questions will be kept in the control room and will be asked via the radio to those staff at the scene of the incident so they are able to provide an immediate update to the ambulance control centre.</p> <p>The Head of Security will also provide an awareness notice to the Duty Directors and Duty Managers in June 2017, about the importance of the communication exchange between the staff at the scene and the control room staff being clear and direct.</p>	<p>Director Head of Healthcare Head of Security June 2017</p>

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4	The Director should ensure that next of kin details are clearly recorded and kept updated for all prisoners, including in their electronic record, and that staff are aware of where to access these details.	Accepted	<p>All relevant staff will be reminded via a Prison Information Notice and Director's Order by June 2017 that the next of kin details of prisoners should be clearly recorded and kept updated, especially in electronic records, and that staff are aware of where to access these details. There are numerous checks of next of kin details completed when a prisoner is received into custody at the establishment. All prisoners are also provided with a next of kin scheme card by a member of the chaplaincy team during induction which has a section to be completed for who to contact in an emergency along with their name, address and telephone number.</p> <p>The internal Custodial Management System (CMS) enables departments to post an electronic message on a noticeboard to all prisoners, and this is used to advise them of the importance of ensuring their next of kin details are correct and up to date and how to change them should they need to. All prisoners have access to this system with a unique log in. In May 2017, a new section was added to the Security section on CMS with an additional option for prisoners to request an update or change to their next of kin details. Prisoners were informed of the update to the system in May 2017, via a prisoner information notice. This recommendation will be closely monitored by the Head of Security.</p>	<p>Director Head of Security Head of Safer Custody June 2017</p>