

**Action Plan – Mr Andrew Clewes at HMP Swaleside – ONN on 03/11/2019**

<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 all prisoners suspected of substance misuse are promptly reported to the substance misuse service.	Accepted	<p>The Drug, Alcohol and Substance Misuse (DASM) strategy was reviewed and updated in November 2019 and sent to all staff. The strategy was also discussed in briefings throughout December 2019 as a reminder to staff of the key focus points and of the correct actions to take when a prisoner is suspected to be under the influence or in possession of illicit substances.</p> <p>As part of the DASM strategy all incidents of suspected drug use are now routinely discussed in the daily briefing meetings. This is to ensure that all staff are aware that a referral to the substance misuse service is required at the earliest opportunity and to ensure that referrals are completed. The DASM strategy is due to be reviewed again during 2021.</p> <p>A notice to staff was sent in August 2020 to remind staff of the importance of making a referral to the substance misuse service after all incidents of a prisoner suspected of being under the influence. Staff were also reminded that an automatic referral should be made to the mental health in-reach team.</p> <p>All staff were also reminded through briefings in October 2020 that an information report (IR) should be submitted when a prisoner is suspected of substance misuse. Any IRs that mention drug use are automatically referred to the drugs team who ensure that a referral is made to the substance misuse team.</p>	<p>Completed Head of Safer Custody</p> <p>Completed Head of Security</p>
2	The Governor should ensure that staff have meaningful interaction with the prisoners in	Accepted	All staff had received initial training on the Offender Management in Custody (OMiC) model by November 2019. In January 2020 the national OMiC implementation team held further training sessions with staff across all	Completed OMIC Lead Head of

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	<p>their care, and that the key worker scheme promotes early and regular contact with prisoners.</p>		<p>disciplines in order to ensure an effective roll out of the model.</p> <p>By January 2020 the required number of prison offender managers were in place to ensure effective key work delivery. The offender managers oversee each key worker, ensuring that they are allocated the correct number of cases and the correct amount of time to deliver the key work sessions, in line with the requirements.</p>	<p>Operations</p>
3	<p>The Governor must take urgent action to ensure that defibrillators are regularly checked and pads are replaced before their expiry date, so that they are always in good working order.</p>	<p>Accepted</p>	<p>In August 2019 an assurance process managed by the people hub was trialled to ensure defibrillators are regularly maintained. Following this trial it was agreed that additional checks were required and defibrillator assurance checks were added to the monthly performance assurance report (MPAR) in September 2020. The monthly defibrillator assurance checks ensure that the defibrillator has enough pads which are within the expiry date and the batteries are fully charged.</p> <p>Staff were also reminded in regular briefings that all used defibrillators must be reported to operations so that pads can be replaced and batteries checked to ensure compliance at all times.</p>	<p>Completed Head of Business Assurance</p>