

**Action Plan – Mr Geoffrey Hutton at HMP Long Lartin – Self Inflicted on 08/02/2019**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	<p>The Governor should ensure that staff manage prisoners at risk of suicide and self-harm in line with national guidelines, in particular that:</p> <ul style="list-style-type: none"> <li>• all staff receive adequate and appropriate ACCT training;</li> <li>• staff are reminded to complete ACCT observations at irregular, unpredictable intervals; and</li> <li>• staff set caremap actions that are specific, time bound and meaningful, aimed at reducing risk, and update them at each case review.</li> </ul>	Accepted	<p>A rolling programme of Suicide and Self Harm training (SASH) is being delivered to all staff and is due to be completed in March 2020. It is anticipated that a further rolling programme will commence in November 2019 and will run until November 2021. Case Manager training is part of the training schedule and priority is being given to managers within high risk areas. Defensible decision making training has also been provided to Band 4 and 5 staff.</p> <p>The SASH and Case Manager training cover all elements of the ACCT process, including that observations must take place at unpredictable and irregular intervals. Staff are taught how to identify risk based on a variety of sources of information and not just on presentation alone. Guidance is also given regarding the completion and updating of caremaps to ensure they include meaningful actions and identify who is responsible for completing those actions and reviewing progress. The importance of involving family where appropriate is emphasised. There is also a focus on collaborative care, particularly between healthcare and prison staff. The need to consider the potential impact on those with a history of suicide and self-harm when implementing disciplinary/violence reduction measures is also highlighted.</p> <p>Open ACCT documents are quality assured by Supervising Officers on a daily basis and by Custodial Managers on a weekly basis, to ensure compliance with national guidelines. Additionally the Duty Governor quality checks a percentage of the documents each week and completes the Quality ACCT assurance check sheet. This gives assurance that the correct support is being provided and processes for ACCT documents are being robustly managed. Any actions arising from the checks are emailed</p>	Head of Safer Custody November 2021

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			direct to the Unit Managers and Safer Custody to follow up. Updates are provided at the weekly Risk Management meeting.	
2	The Governor and Head of Healthcare at Belmarsh should ensure that there is a clear process for ensuring social care plans are promptly shared when a prisoner is transferred.	Accepted	The Social Care meeting discusses all complex and any relevant prisoners. A system is now in place whereby the Social Care team send lists of all social care clients to the Safer Custody team every two weeks, to enable them to update NOMIS with the social care alerts that will then be picked up prior to any transfer. All copies of assessments and support plans are sent to the Oxleas Healthcare administration teams to load onto SystemOne, so that documents are available to be transferred with the prisoner.	Head of Healthcare Completed
3	The Governor and Head of Healthcare at Long Lartin should: <ul style="list-style-type: none"> <li>• review the process for referral for a social care assessment, ensuring that a clear pathway exists to ensure that timely assessment takes place; and</li> <li>• ensure any active care plans are obtained from the sending establishment.</li> </ul>	Accepted	<p>A memorandum of understanding will be undertaken with the local authority, which will form the basis for the review and revision of the social care process for referrals and assessments. It will establish responsibilities and a clear pathway for timely assessments and care where appropriate. It will also identify a suitable location within the prison for the care to be delivered, to enable the prisoner to maintain their dignity and independence.</p> <p>The reception and first night in custody processes are crucial in identifying an individual's needs. An independent review has been undertaken by the Long Term High Security (LTHSE) Safety team and the findings will be used to ensure that these are robust and fit for purpose.</p> <p>Where it is established that there is an active care plan through the reception and first night in custody process which has not been transferred with the prisoner, Safer Custody will contact the sending establishment to obtain the plan so that care can continue.</p>	<p>Head of Residence, and Head of Healthcare December 2019</p> <p>LTHSE Safety Lead Completed</p>

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			As part of the pre transfer checks, those arranging the transfer will include a question in relation to Social Care needs to assess suitability of transfer and ensure continuity of care.	Head of Offender Management Unit October 2019