

Action Plan – Martyn Lewis Tucker - HMP Rye Hill - NC. 19/03/2018

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Director of Rye Hill should ensure that a member of staff informs a prisoner's family or next of kin of his death in person, in line with national guidance.	Accepted	A Notice to Staff was issued in October 2018, which was also provided to all Duty Directors and Family Liaison Officers (FLO), reminding them of the mandatory requirements of the PSI 64/2011, and to consider all issues when making decisions about informing family members. This means that where face to face notification is not possible or where another prison's FLO/Police have visited the family, a follow up visit will be arranged as soon as practicable.	30 October 2018 Head of Safer Custody
2	The Director of Rye Hill should ensure that a written record of telephone conversations are made when staff speak to a prisoner's family or next of kin.	Accepted	A guidance notice will be provided to all Duty Directors and Family Liaison Officers to remind them of the importance of taking contiguous notes when speaking to Next of Kin or family. This will be raised and minuted in the Vulnerable Adults meeting and the next Family Liaison Officer Meeting.	31 May 2020 Director