

ACTION PLAN FOR HYDEBANK WOOD (YOC) HMCIP REPORT 2005

Rec No	Recommendations	Accept Y/N	Driver	Action	Target date
3.2	First night procedures should be developed to ensure that a comprehensive vulnerability assessment is made and that all young people, particularly children, are held in appropriate supportive accommodation with regular monitoring. (HP43)	Yes	Governor & PBNI	New procedures will be drafted to include vulnerability assessments of young people.	Available by 28 Feb 06
3.3	A new safer custody strategy should be developed to ensure the anti-bullying procedures work effectively with the involvement of young people. Appropriate links should be made with between suicide and self harm issues and peer support should be provided for victims of bullying and those at risk of self harm. (HP44)	Yes	Governor	A new safer custody strategy will be developed. Policy will include links between suicide, self harm and peer support. This will be monitored by the Safer Custody monitoring group which had its first meeting on 13 September 05.	New strategy in place by 31 Dec 05
3.4	Alternative and more therapeutic responses to self-harm for young people, other than the use of strip conditions, should be developed. Anti-suicide suits and unfurnished accommodation should be used only as a last resort, and should be fully justified and recorded. Staff should be available to interact with and support young people deemed at risk of self-harm (HP45)	Yes	Governor	Alternative responses are presently being developed and steps being taken to reduce reliance on suicide suits. Currently research is being undertaken and external agencies are being consulted. The remit of the 2CBT mental health nurses, on secondment to Ash House from the local Trust, will be extended to include the males.	Revised policy in place by 30 Jun 06 Extended remit by 31 March 06
3.5	The child protection policy should be reviewed to ensure that systems and procedures are in place to ensure child protection referrals are raised appropriately and dealt with efficiently, with all staff and managers working with children trained in child protection. (HP46)	Yes	Governor	The child protection policy has been revised to include systems and procedures for raising child protection referrals. Further training will be provided on child protection.	Revised policy actioned Further training completed by 31 Oct 05
3.6	A personal officer scheme should be developed to encourage residential staff to engage more actively with young people and take an active part in the development of resettlement plans, and to help ensure that resettlement becomes an integral aspect of the centre's purpose. (HP47)	Yes	HQ	The role of prison officers is being considered as part of a pay and grading exercise. This will include reference to both personal officer responsibilities and the role played by facilitators. It will also consider the difficulty in attracting and retaining staff in these roles.	Management will bring forward proposals by 30 April 06
3.7	Integral sanitation should be provided for all young people. Until then, there should be genuine 24-hour access to lavatories so that young people do not have to use pots after a cut-off time. (HP48)	Yes	HQ/ Estates Management	Installation of integral sanitation has begun in Beech House and a rolling programme is in place for the whole Centre. Arrangements are in place to provide 24-hour access to lavatories in the	Installation completed by 31 Dec 06

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				remaining accommodation during lock-ups (subject to occasional system failures).	
3.8	All young people should have at least 10 hours a day out of their cells, including a minimum of one hour's access to exercise in the open air and a period of association each day. (HP49)	Yes	Governor	New regime arrangements are under consideration by local management which will increase time out of cell and address the issue of exercise outside.	Options available by 31 Dec 05
3.9	Sufficient education and work skills training should be provided to meet the needs of young people, occupy them fully and equip them with the qualification and skills they require. (HP50)	Yes	Governor/HQ	Five new teachers are being appointed plus 2 VT instructors. Further work is ongoing on provision of essential skills training and identification of further work opportunities. Temporary teachers are being sought until permanent appointments made.	Temp teachers by 31 Oct 05 1 VT Instructor by 31 Oct 05; 1 by 31 Jan 06 Perm teaching app'ts by 30 Nov 05
3.10	An up to date full health needs analysis should be completed including a review of the skill mix of staff to ensure that the young people at Hydebank Wood receive an appropriate healthcare service. (HP51)	Yes	Governor/ Associate Director of Healthcare	The Health needs assessment completed in 2004 included Hydebank Wood YOC. The recommendations of that report are currently being worked through. In the longer term lead responsibility for prisoner healthcare is to be transferred.	Options will be examined by 30 June 06 Review Sept 06
3.11	A formal system should be set up with the juvenile justice centre to ensure that information sharing and pre transfer planning takes place for all young people transferred to Hydebank Wood (2.5)	Yes	Governor	Visits have already taken place with the Juvenile Justice Centre and discussions included the sharing of training, information and mutual support. Formal protocols will be drawn up. The Youth Justice Agency is also now represented at the Criminal Justice Board with NIPS.	Protocols in place by 30 Nov 05
3.12	Washing machines should be provided to allow young men to wash their own clothes. (2.8)	Yes	Governor & Estate Management	Washing machines will be installed when further refurbishment work takes place in each of the houses.	Programme of installation starts by 31 Dec 05; completed by 31 Dec 06
3.13	A system of independent advocacy for those under 18 should be introduced (2.12)	Yes	HQ / Governor	Consultation is taking place with other agencies about how best to put this service in place.	To be introduced by 31 Jan 06
3.14	Requests and complaints should be routinely analysed over time to provide useful management information about patterns and trends. (2.16)	Yes	Governor	Requests and complaints are routinely analysed by the Custody Manager on a monthly basis and statistics are provided for	Actioned

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				analysis and use by Residential Managers.	
3.15	Requests and complaints should be monitored for matters relating to bullying and child protection and cross referred as appropriate (2.17)	Yes	Governor	Requests and complaints are monitored relating to bullying and child protection and are reviewed by the Custody Manager and Safer Custody Monitoring Group.	Actioned
3.16	The random searching of staff would provide a recognised and approved deterrent to trafficking (2.20).	Yes	Governor	Consideration will now be given to potential arrangements for spot checks of staff and visitors entering the establishment.	Options appraisal completed by 31 Oct 05
3.17	Further efforts should be made to engage the area child protection committee (ACPC) in the work of safeguarding children at Hydebank Wood (2.23)	Yes	Governor	Contact has been established with the Area Child Protection Committee (ACPC) and representatives have been invited to child protection meetings. Corporate membership has also been taken of the British Association of Specialists in Child Protection and Neglect	Actioned
3.18	The holding room in reception should be repaired and refurbished so that it is made suitable for the purpose of holding young people. Young people should not be secured in the individual changing cubicles (2.27)	Yes	Governor & Estate Management	Proposals have been put forward for the refurbishment of the Reception area.	30 Mar 06
3.19	There should be a range of accessible information notices and posters in reception to introduce new arrivals to Hydebank Wood. (2.28)	Yes	Governor	Information notices and posters are now displayed in Reception for new committals	Actioned
3.20	Young people should not automatically be handcuffed to and from reception and while travelling on escort vans without an individual risk assessment indicating a need for this level of security. (2.32)	Yes	HQ	The practice of handcuffing all prisoners leaving the Centre is presently being reviewed. Individual risk assessments will be introduced.	31 Dec 05
3.21	New arrivals should be carefully and consistently monitored during their first 24 hours in custody and this should be recorded (2.34)	Yes	Governor	Monitoring arrangements have been put in place with immediate effect.	Actioned
3.22	Children should not be accommodated automatically in bare anti-ligature cells without a television for their first days in custody unless an individual risk assessment suggests that this is necessary.	Yes	Governor	Inmates will have access to television in a bare anti-ligature cell unless the risk assessment indicates otherwise.	Actioned
3.23	Televisions should be provided in first night cells on Willow 1 (2.38)	Yes	Governor	All these cells have been furnished with a television.	Actioned

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3.24	A system of identification for staff, which should include the wearing of name badges, should be introduced (2.39)	Yes	HQ	This will be further considered by Prison Management. Name badges have been distributed to staff. However, this raises issues (as in GB Services) which go wider than a single establishment.	31 Jan 06
3.26	The induction process should be streamlined, with a single document containing all the initial information gathered about young people, and managers should ensure that it contains all necessary and relevant information (2.47)	Yes	Governor	A single dossier will be revised to include everything that an inmate requires to know on reception to the Centre.	Available by 28 Feb 06
3.27	Recreational facilities on Beech House should be increased and consistency introduced across the residential houses (2.53)	Yes	Governor	Recreational facilities available to inmates across the Centre will be reviewed to provide additional activity for periods of free association.	Additional facilities available by 31 Jan 06
3.28	The establishment should agree upon a nucleus of essential information and notices to be displayed on the residential units, to include anti-bullying, equal opportunities, requests and complaints, the daily routine and the IEP scheme etc. These notices should be regularly updated and renewed.	Yes	Governor	The Communications Officer and Residential Managers will ensure that relevant policies and information are posted on notice boards in all residential areas.	Available by Nov 05
3.29	Professional haircutting should be available to young men without charge (2.56)	Yes	Governor	Presently haircutting is carried out internally. Arrangements will be made to identify an external hairdresser willing to provide the service.	Service available by 31 Dec 05
3.30	The pool tables in Cedar House should be returned (2.58)	Yes	Governor	Accepted in principle. Following previous incidents, careful consideration will be given to this option before it can be implemented.	In place by 31 Jan 06
3.31	Pool tables and other table games should be provided in all units (2.59)	Yes	Governor	Increased recreational facilities (to include consideration of pool tables and other table games) will be provided in all residential houses.	In place by 31 Jan 06
3.32	Bullying surveys should be undertaken every two years, with particular attention given to young people's perceptions of bullying by staff. The results should be disseminated to staff and used to inform the anti bullying policy (2.63)	Yes	Governor	Bullying surveys will be included as part of a programme of inmate surveys and will be completed every 2 years. Anti-bullying has already been included in inmate surveys carried out in June 05 and Sept 05. These surveys will inform policy.	Actioned

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3.33	An anti bullying committee, led by a senior manager, should be set up. It should include representatives from all areas of the establishment and have representations from young people and children (2.64)	Yes	Governor	An anti-bullying committee has been established, chaired by the Custody Manager and representatives include young people and children.	Actioned
3.34	All staff and managers should receive anti-bullying training, specifically tailored to adolescence (2.65)	Yes	Governor	Adolescence will be included in the anti-bullying training programme. All staff have been trained in aspects of anti-bullying. The policy has now been updated and revised training will be delivered.	Revised training delivered by 31 Jan 06
3.35	In order to be a credible scheme the anti-bullying strategy should have links to child protection and other prison strategies such as suicide prevention (2.68)	Yes	Governor /Senior Mgt Team	A Safer Custody monitoring group has been established which will link suicide prevention, child protection, bullying, harassment etc.	Actioned – 1 st meeting took place on 5 Sept 05
3.36	Records relating to incidents of bullying within the young offenders centre should be kept separately from those held on women (2.71)	Yes	Governor	Separate records are being kept and both records for males and females are reviewed by the Safer Custody Monitoring Group.	Actioned
3.37	There should be separate suicide awareness and prevention team meetings for women and young men to oversee the development and implementation of local policy for their care based on the NIPS policy document. The local policy should be based on an analysis of need and the statistics to help to improve the level of care for those at risk of self harm (2.81)	No	Governor	The suicide awareness and prevention meetings have been subsumed into the Safer Custody Group meeting which is held monthly. Separate meetings are not held for women and young men but there are separate sessions within the wider meeting which look at their respective needs. This process is working well and oversees the development and implementation of local policy based on the NIPS policy document.	Review by 31 Mar 06
3.38	Young people should be represented on the suicide awareness and prevention team. Other important areas of the prison, including Opportunity Youth, the chaplaincy and education, should also be represented (2.82)	Yes	Governor	All mentioned in the recommendation are represented at the suicide awareness and prevention group.	Actioned
3.39	Multi disciplinary training in the PAR1 process should be provided for all staff working directly with young people (2.83)	Yes	Governor	Training on the use of PAR1s is a corporate priority for 05/06 and is being delivered to staff. To date, all managers have been trained and are cascading this information down to officers. PAR1 training also forms part of Hydebank's suicide awareness training.	All staff trained by 30 Jun 06

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3.40	All young people should be invited to attend their PAR1 reviews and to make a written contribution. Where possible, reviews should be planned in advance to ensure that staff from a range of other disciplines can attend and that they are chaired consistently (2.84)	Yes	Governor	A multi-disciplinary meeting is called to review PAR1s. Young men are encouraged to attend but if they do not feel able to then they are helped to put their thoughts in writing by a member of staff. We are also looking at how we might develop a role here for independent advocates.	Actioned
3.41	A peer support scheme should be developed (2.85)	Yes	Governor & SO Training Manager	A buddy scheme has been developed as part of the suicide/self harm policy. Listener rooms are being installed in Beech and Cedar.	Actioned
3.42	Healthcare staff should receive substance use awareness training (2.94)	Yes	Governor	Substance use awareness training will be provided for Healthcare staff by Opportunity Youth and through outside seminars conducted by the consultant psychiatrist with a specialism in addiction.	Training will start by 31 Jan 06 Reviewed Jun 06
3.43	Alcohol and drug use among new committals should be monitored and services modified to meet changing needs. (2.95)	Yes	Governor	Alcohol and drug use among new committals is monitored by Reception staff and Opportunity Youth, and support services tailored to their individual needs	Actioned
3.44	Clinical detoxification protocols should be updated regularly in line with best practice (2.96)	Yes	HQ - Associate Director Healthcare	Detox protocols will be updated by the senior Prison Pharmacist in consultation with Healthcare staff and the consultant psychiatrist. Certain clinical procedures are being updated locally.	30 Nov 05
3.45	There should be regular analysis of statistical data in respect of adjudications, requests and complaints, home leave and early release and incentives and earned privileges. Senior management should regularly monitor these statistical returns in order to address discrimination on the basis of religion or other grounds (2.97)	Yes	HQ/ Governor	Statistical data will be provided to the SMT meeting on a monthly basis as on as PRISM is fully up and running. New monitoring arrangements will be put in place.	New arrangements in place by 31 Jan 06
3.46	The definitions of discrimination and intimidation, and the systems put in place to address these issues for staff, should also be applied to the young prisoners of Hydebank Wood (2.98)	Yes	Governor/HQ	An ethnicity, diversity and equality committee has been established. A policy will be developed to include definitions of discrimination and intimidation.	Policy in place by 30 Jun 06

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3.47	The equality and diversity committee should be established as soon as possible and should include representatives of the young people (2.99)	Yes	Governor & Director of Inmate Services	An ethnicity, diversity and equality committee has been established. Representatives from external organisations and young people are invited to attend.	Actioned
3.48	A formal written system should be introduced to ensure that complaints or suggestions from visitors could be routinely audited (2.100)	Yes	Governor	A complaints book is available in Visits which will be audited monthly and information provided for the SMT meeting.	Actioned
3.49	A direct help line into the establishment should be provided for visitors and friends of young people to report incidents to senior managers. Help line numbers should be printed on reception letters (2.106)	Yes	Governor	A dedicated telephone helpline has been installed and procedures put in place to ensure inmates families, friends and relatives are aware of its function and purpose. Helpline numbers are displayed by every inmate phone and on pillars, and at the entrance and exit to visits. This will also be delivered as part of the prisoner induction package.	Actioned
3.50	Information about support groups should be displayed in the visitors' centre and a confidential helpline should be introduced and advertised (2.113)	Yes	Governor	Information about support groups and contact details is now displayed in the visitors centre.	Actioned
3.51	All visits should last at least one hour (2.14)	Yes	HQ	Whenever practicable, all sentenced prisoners will receive a one hour visit, although this may occasionally be limited at weekends due to lack of space.	Actioned where practicable
3.52	Appropriate training should be provided to assist and enhance the role of the family liaison officers (2.115)	Yes	Governor	The Training Manager is presently conducting relevant training programmes for family liaison officers.	Training in child protection completed by 31 Oct 05
3.53	An increase in the nurse staffing complement should be seen as a priority in line with NHS practice (2.118)	Yes	Governor HQ	The healthcare complement will be brought up to strength by appointing 3 new members of staff, one of whom will be on internal transfer.	Training starts by 31 Oct 05 Reviewed Jun 06
3.54	A skills analysis should be conducted to facilitate working in partnership with the NHS (2.119)	Yes	HQ – Associate Director of Healthcare	Ministerial agreement has been received to transfer lead responsibility for healthcare management to the health sector. Work to facilitate this is ongoing. A Programme Manager has been appointed by NIPS with	Apr 07

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				DHSSPS.	
3.55	Admin or clerical support should be provided to allow nursing staff to spend more time in clinical activities (2.120)	Yes	Governor	Additional clerical support has been provided from within Hydebank resources.	Actioned
3.56	A health needs analysis should be carried out with the help of the local health authority public health doctors and 'feed' into the review of healthcare in Northern Ireland. This assessment should also inform the establishment as to the skills and qualifications required by the nursing staff who will be required to deliver the services as specified in any resultant action plan (2.121)	Yes	HQ	The Health needs assessment conducted in 2004 included Hydebank Wood YOC. The recommendations of that report are currently being worked through. Work is ongoing across a range of disciplines.	Progress reviewed by 30 June 06
3.57	Policies currently under review should be rewritten in line with NHS standards of care and the advice of professional organisations (2.122)	Yes	HQ	All healthcare services provided will be in line with that provided by NHS.	With immediate effect
3.58	A mental health analysis should be carried out (2.124)	Yes	Governor / Associate Dir of Healthcare	A mental health analysis, co-ordinated with the psychiatrists, will be carried out when the healthcare staffing has been brought up to full complement.	31 May 06
3.59	The pharmacist should be involved in the reviews of pharmacy-related procedures, have input into the formulary and attend the drugs and therapeutics committee. The introduction of pharmacy clinics should be considered (2.132)	Yes	HQ	The pharmacist attends the drugs and therapeutics committee, and is consulted on pharmacy related procedures.	Actioned
3.60	Subsequent to the chief dental officer's review and dental health needs assessment, both quantitative and qualitative monitoring procedures should be put in place to provide assurance to the appropriate authorities and ensure cost effectiveness of the service (2.136)	Yes	HQ	The dental service is in the process of being contracted out to a local HSS Trust. The recent recruitment campaign was unsuccessful and is being repeated. This will delay the introduction of the new arrangements.	New arrangements in place by 30 Mar 06
3.61	Sufficient escort services should be provided to ensure an adequate flow of patients to the dental practitioner (2.137)	Yes	Governor	Escorting of inmates to healthcare has now been identified as a priority task and is in place on a daily basis.	Actioned
3.62	The facilities in the inpatient association room should be improved and made more comfortable (2.147)	Yes	Governor	Soft furnishings and other items have already been put in place.	Actioned
3.63	A therapeutic regime should be developed for inpatients and include better access to education and the library	Yes	Governor	It is intended that a therapeutic regime will be in place, particularly for those prisoners	By 30 June 06

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	(2.148)			who have coping difficulties or personality disorders. Education will be available to in-patients.	
3.64	There should be a designated exercise area for inpatients (2.149)	Yes	Governor	A fenced garden area is available for in-patient use.	Actioned
3.65	A separate waiting room should be available for men and women and health promotion material should be available (2.150)	Yes	Governor & Estate Management	Renovation plans are at an advanced stage for the provision of separate waiting rooms for women and young men. Health promotion material is available both in Ash House and Healthcare.	Work will begin by 31 Dec 05
3.66	The recently completed healthcare review should be communicated to all concerned, agreed and implemented as a matter of urgency (2.151)	Yes	Associate Dir of Healthcare	The Associate Director of Healthcare has consulted with healthcare teams and the POA and briefing information has been provided for all staff.	Actioned
3.67	Changes to the staffing skill mix should ensure that there is appropriate clinical and managerial leadership in healthcare (2.152)	Yes	Governor & HQ	Consideration will be given to management needs of healthcare; a clinical governance manager for NIPS is currently being recruited.	Clinical governance manager in place by Jan 06
3.68	Healthcare staff training should include child protection (2.153)	Yes	Governor	Members of healthcare staff will be trained in child protection.	Training to be completed by 31 Oct 05
3.69	Regular clinical supervision for staff should be introduced (2.154)	Yes	Associate Director of Healthcare	New clinical governance arrangements will be introduced for the Service. Monitoring arrangements are carried out by the Head of Nursing and Associate Dir of Healthcare.	New arrangements in place by June 06
3.70	Algorithm-based nurse triage should be introduced (2.155)	Yes	Governor	This is now in place.	Actioned
3.71	Primary mental health care provision should be increased following a needs assessment (2.156)	Yes	HQ	The remit of the 2CBT mental health nurses, on secondment to Ash from the local Trust, will be extended to include the males. Healthcare complement will include an appropriate gender and skill mix including nurses with mental healthcare registration.	Full complement of staff by Dec 05 Extended remit by Mar 06
3.72	Secondary dispensing should stop and secure, confidential arrangements be made for the administration of medicines	Yes	Governor	Secondary dispensing has ceased. Approval in place for provision of individual	Secure boxes in place by 31 Mar 06

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	(2.157)			secure boxes for medicine.	
3.73	Further community psychiatric nurse input should be provided to meet the needs of the young adults (2.158)	Yes	HQ / Gov	Further mental health trained staff are being transferred to Hydebank; it is planned to include the 2 mental health in-reach nurses currently on secondment to Ash.	By 31 Mar 06
3.74	The numbers of dental sessions should be increased and oral health promotion introduced (2.159)	Yes	HQ	The dental service is in the process of being contracted out to a local HSS Trust. The recent recruitment campaign was unsuccessful and is being repeated. This will delay the introduction of the new arrangements. In the meantime, cover will be provided by Maghberry and other locum dentists.	Appointment expected by 31 Jan 06
3.75	Records should be kept of 'approved absences' to reflect a more realistic attendance rate for performance management for monitoring purposes (2.162)	Yes	Governor	New recording arrangements will be put in place to record approved absences more accurately. Will form part of roll out of PRISM.	New arrangements in place by 31 Jan 06
3.76	Better use of the library should be made by both staff and learners (2.166)	Yes	Governor	New arrangements have been introduced to ensure more inmates have access to the library on a daily basis.	Actioned
3.77	There should be a broad, balanced, relevant and differentiated curriculum that will meet the needs of all learners (2.167)	Yes	Governor	Currently 5 additional teachers are being recruited and the intention is to offer a broad and balanced curriculum.	Temp teachers in place by 31 Oct 05; perm appointments by 31 Jan 06
3.78	There should be a step change in the efficiency with which the education programme is delivered (2.169)	Yes	Governor	A review will be carried out to increase access to education provision when the new teachers are appointed.	Review to begin by 31 Mar 06
3.79	Chaplaincy hours should be increased to ensure that all young people are seen within 24 hours of arrival (2.174)	Yes	HQ	A comprehensive review of the role of chaplains is underway. New arrangements will ensure chaplains are available to see new committals within 24 hours	Arrangements for 24hr coverage in place by 31 Dec 05
3.80	Chaplains should be included in all policies and procedures involving sentence planning, resettlement and personal officer work (2.175)	Yes	HQ/ Governor	Chaplains have a greater part to play in resettlement and sentence planning and are included in meetings.	Actioned
3.81	A much more imaginative approach to out of cell activities is needed (2.177)	Yes	Governor	The Governor is chairing a multi-disciplinary meeting including external representatives	Options available by 31 Jan 06

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				to identify additional constructive activity which will include activities for association periods.	Reviewed Jun 06
3.82	The interpretation of search dog evidence should be reviewed and closed visits only be given to visitors where there is additional and reliable intelligence to support the dog evidence (2.179)	No	HQ	Not accepted. The role of the search dog is kept under constant review, and we are mindful in every case of the human rights of both prisoners and visitors. However, the existing arrangement appears to have the desired effect of minimising illegal drugs getting into establishments. This has been the subject of a Judicial Review and the Court accepted the Prison Service policy.	
3.83	The establishment should consider reproducing the information contained within the IEP leaflet through other mediums, such as videos or cassette tapes (2.180)	Yes	Governor	A review of PREPS is currently underway; this will include the development of explanation material for those with reading problems.	Review complete by 31 Dec 05
3.84	Young people who are found guilty on adjudication should not automatically be placed on the basic level (2.183)	Yes	Governor	Young people following adjudication will not automatically be placed on basic level.	Actioned
3.85	A young person should be given the opportunity to add a written comment of their own to the weekly assessment report (2.185)	Yes	Governor	As part of the review the documentation will be changed to permit a young person to comment on their assessment report.	By 31 Dec 05
3.86	Formal boards should be held to enable young people to make representations before they are demoted to the basic level of the IEP scheme (2.186)	Yes	Governor	Inmates will be permitted to make representations if demotion is under consideration.	In place by Nov 05
3.87	Standardisation meetings should be held quarterly to ensure that punishments are consistent between adjudicators (2.191)	Yes	Governor	This is now included as a quarterly item on the Safer Custody management group agenda.	Actioned
3.88	When cellular confinement is imposed, the assumption should be that no other privilege will be lost except in exceptional circumstances (2.192)	Yes	Governor	Cellular confinement will not automatically include loss of other privileges. Reading material, radios and tobacco will be available at all times (subject to risk assessment).	Actioned

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3.89	Children should always have the opportunity to be represented at adjudications and cellular confinement should not be used as a punishment for children unless they have been represented (2.193)	Yes	HQ/Governor	Advocacy arrangements are under consideration with other agencies. In the meantime, cellular confinement will be used only as a last resort.	Introduced by 31 Jan 06
3.90	All staff who may be required to use it should be certificated in the use of C&R (2.194)	Yes	Governor	C&R training is a corporate priority and arrangements are in place to ensure all staff are offered certificated training.	Actioned through a rolling programme of staff training
3.91	A review should be set up to ensure the use of force when used is necessary and used correctly. This group should have the powers to recommend further investigations to the Governor (2.196)	Yes	Governor/HQ	A use of force manual provides advice on those occasions when force should be used. The C&R co-ordinator reviews current practice against the manual each time C&R is used. The Security PO will instigate procedures to inform senior management of trends and patterns.	31 Dec 05
3.92	Records of the use and authorisation of unfurnished accommodation, and its duration, and the behaviour of the young person there should be maintained (2.201)	Yes	HQ	Forms to be provided as part of Security Manual. Monitoring arrangements will be put in place to ensure the SMT is provided with details of use of unfurnished accommodation.	In place by 31 Jan 06
3.93	Monitoring records should be kept for all those held in the SSU recording their well being and progress (2.204)	Yes	Governor	Monitoring arrangements are in place in the SSU to record progress and well being of inmates.	Actioned
3.94	Young people segregated for good order or discipline should be given clear targets of what they need to do to return to their house and should be helped to achieve those targets (2.205)	Yes	Governor	Prisoners held in the SSU are subject to a multi-disciplinary case conference and exit strategies will be identified for each individual.	Actioned
3.95	A system to monitor the quality of PDPs should be put in place (2.213)	Yes	Gov	The Head of Resettlement will put a procedure in place to monitor the quality of PDPs.	Procedure formalised by 31 Dec 05
3.96	A personal officer scheme should be developed involving officers in monitoring, motivating, and recording the progress of the young person to ensure progress is being made against the plan (2.214)	Yes	HQ	The role of prison officers is being considered as part of a pay and grading exercise. This will include reference to both personal officer responsibilities and the role played by facilitators. It will also consider the difficulty in attracting and retaining staff	Management will bring forward proposals by 30 April 06

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				in these roles.	
3.97	The involvement of more officers in group work programmes should be promoted to develop a culture of working constructively with young people (2.218)	Yes	HQ	The role of prison officers is being considered as part of a pay and grading exercise. This will include reference to both personal officer responsibilities and the role played by facilitators. It will also consider the difficulty in attracting and retaining staff in these roles.	Management will bring forward proposals by 30 April 06
3.98	A regular forum should be created in which new initiatives can be routinely discussed between operational staff and their managers. A system for the ongoing supervision and support, as well as accountability, of all staff by their managers should be developed (2.219)	Yes	Governor	Regular staff meetings are held in the chapel with the SMT. House meetings are organised with the Head of Custody and Deputy Governor and opportunities provided for routine discussion on current developments. Minutes are kept.	Actioned
3.99	The communication and information sharing strategy should be disseminated to staff in a systematic way (2.221)	Yes	Governor	The Communications Officer will ensure that consistent procedures are in place for passing communications to staff. The Communications Strategy was reviewed in May 05 and has been re-issued throughout the Centre.	Actioned
3.100	Staffing levels in the kitchen should be reviewed to enable NVQ qualifications to be made more widely available (2.222)	Yes	Governor & HQ	Discussions are ongoing to identify procedures for making NVQs more widely available to prisoners.	Options available by 31 Oct 05; reviewed Jun 06
3.101	Prison staff should consult with a nutritionist to ensure that healthy food options are regularly offered. The menus should be reviewed as a matter of urgency to ensure a balanced and varied diet is provided (2.223)	Yes	Governor	The HQ catering adviser reviews menus regularly and the advice of dieticians is sought to ensure the menu is balanced and provides the necessary nutrition required daily. A recent 2-day audit conducted by Hallmark Quality Assurance Ltd concluded that NIPS catering services continued to meet the requirements of BS ENISO9001:2000 and continued certification was approved.	Actioned
3.102	Food lifts should be used (2.225)	Yes	Governor	House managers have been instructed to ensure this recommendation is complied with	Actioned

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Rec No	Recommendations	Accept Y/N	Driver	Action	Target date
3.103	A record should be kept of all those who have been trained in manual handling techniques and all servery orderlies should be required to complete the training before taking up their jobs (2.228)	Yes	Governor	Records are kept and training is provided for orderlies in manual handling techniques and basic food hygiene. All inmates are required to complete the manual handling course during induction.	Actioned
3.104	The practice of putting plastic plates in the hot cupboard should cease immediately. Food should be kept in the metal trays in the hot cupboard (2.230)	Yes	Governor	This practice has stopped. All food will be stored in the recommended metal trays.	Actioned
3.105	The taking and recording of all food temperatures should be consistently carried out at the point of delivery and immediately before food is served (2.232)	Yes	Governor	Arrangements are in place to ensure that food temperatures are monitored at the point of delivery and periodically before serving.	Actioned
3.106	The establishment should ensure that all young people who serve and handle food are appropriately dressed at all service times and that staff are trained in basic food hygiene. (2.233)	Yes	Governor	House managers ensure all servery orderlies are correctly dressed. Basic food hygiene training is made available to staff.	Actioned
3.107	More use should be made of consultative groups for menus and purchasing (2.234)	Yes	Governor	Catering managers meet with the HQ Catering Adviser and Procurement frequently. Arrangements are in place to ensure inmates are consulted on choice of menu. Food surveys are carried out annually.	Actioned
3.108	There should be greater management accountability of standards of food safety and hygiene standards after food has left the main kitchen (2.236)	Yes	Governor / NIPS Catering Manager	Current systems for transportation of food will be reviewed by the Catering Adviser, and recommendations provided for the Governor's attention.	Review completed by 31 Dec 05