

**Action Plan – Mr Marek Witulski at HMP Peterborough – Self-Inflicted Death on 09/07/2020**

No	Recommendation	Accepted/ Not Accepted	Response	Target date for completion and function responsible
1	<p>The Director should ensure that, where a prisoner's family expresses concerns about a prisoner's wellbeing, staff should take immediate action to:</p> <ul style="list-style-type: none"> <li>• assess the prisoners needs and make appropriate referrals, as necessary; and</li> <li>• clearly document the concerns and the agreed actions in the prisoner's NOMIS record.</li> </ul>	Accepted	<p>A new process for the monitoring of all enquiries or concerns raised by a resident's family or friends will be implemented in February 2021 and managed by the Performance Delivery Unit (PDU). This will include a spreadsheet to record all enquiries made through the safer custody line which will document the caller and receiver names, the concerns that were raised and the actions to be taken. It will also record that the information is documented on NOMIS, staff conduct a welfare check where appropriate and that referrals are made when required.</p> <p>Also from February 2021, all referrals to support services will be collated and retained to provide an ongoing record to ensure that the correct referrals are made as soon as possible. Staff were informed of this process through briefings and were reminded to make the appropriate referrals when required.</p>	<p>February 2021 Head of Safer Prisons and Head of Offender Management</p>
2	<p>The Director should ensure that staff:</p> <ul style="list-style-type: none"> <li>• promptly inform foreign national prisoners of any delay to their expected release/ deportation date;</li> <li>• carry out a face-to-face welfare check, using the</li> </ul>	Accepted	<p>From February 2021 the Head of Rehabilitation will be responsible for ensuring that any changes to a resident's release or deportation dates are promptly communicated in person, with an interpreter where required, and that this is recorded on NOMIS. The United Kingdom Border Agency (UKBA) representative, Foreign National Coordinator or prison Offender Manager will report all actions taken to the Head of Rehabilitation to ensure consistency.</p> <p>The Head of Rehabilitation will liaise with UKBA in February 2021 to ensure that staff are aware of the requirements when communicating any changes in</p>	<p>February 2021 Head of Rehabilitation</p>

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	<p>services of an interpreter if necessary, to assess the prisoner's risk in the event of any delay to their expected release/deportation date; and</p> <ul style="list-style-type: none"> <li>clearly document the discussion, risk assessment, and actions taken in the prisoner's NOMIS record.</li> </ul>		<p>the release or deportation dates to residents and that the appropriate welfare checks are carried out following this.</p> <p>All residents that are held on an IS91 warrant and are waiting for deportation were discussed at the weekly complex needs meeting in February 2021 to ensure that their circumstances and risks are being assessed appropriately. This was also added to the agenda for all future meetings and details of the points discussed and any follow up actions will be recorded in the minutes of each meeting and on the resident's NOMIS records.</p> <p>Staff were reminded through briefings in January 2021 that any resident who is identified as non-English speaking should have translation services arranged to communicate any key information and that this should be recorded on NOMIS.</p>	
3	<p>The Director should ensure that all relevant interactions with prisoners, including those with the foreign national coordinator, are accurately recorded in the prisoner's NOMIS record.</p>	Accepted	<p>The Head of Rehabilitation will liaise with the United Kingdom Border Agency (UKBA) staff and the Foreign National Coordinator in February 2021 to ensure that they are reminded of the requirement to document all relevant interactions with residents on NOMIS.</p> <p>Monthly quality assurance (QA) checks of relevant NOMIS entries will be introduced in February 2021 which will be undertaken alongside the current QA checks relating to key work. This is to ensure that residents have received an appropriate NOMIS entry following any key interactions.</p>	<p>February 2021 Head of Rehabilitation</p>

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4	The Director and Head of Healthcare should ensure that staff use approved interpretation services to communicate with non-English speaking prisoners when discussing confidential or complex matters.	Accepted	<p>All meetings where confidential or complex matters are discussed with residents who are identified as non-English speaking, including clinical assessments, will be conducted using translation services unless the staff member or clinician can communicate in the relevant language. All staff will be reminded of this through a briefing notice in March 2021 by the Head of Healthcare and the Head of Learning skills.</p> <p>From March 2021 all clinical leads will undertake regular audits of entries made on the healthcare database SystemOne to ensure that interpretation services have been used when required and that this is recorded appropriately. The Head of Learning Skills and the Performance Delivery Unit (PDU) will also undertake audits of NOMIS entries to ensure interpreters were used when required.</p>	March 2021 Head of Healthcare Head of Learning and Skills
5	The Director should ensure that the prison's local operating procedure on translation services is revised to make it clear when approved interpretation services must be used and when it is appropriate to use staff or prisoners as unofficial interpreters.	Accepted	<p>The Local Operating Procedure (LOP) for translation services will be reviewed and re-published by the prison diversity and inclusion leads by April 2021. The updated LOP will clearly outline the process to follow when assessing whether interpretation services are required and it will also outline when it is appropriate to use staff or residents as unofficial interpreters.</p> <p>The updated LOP and its requirements will be circulated to all staff through an information notice in April 2021 and will be recorded by the Performance Delivery Unit (PDU) for future reference and re-circulation.</p>	April 2021 Head of Learning and Skills