

ACTION PLAN: HMCIP REPORT

ESTABLISHMENT: HMYOI WETHERBY & KEPPEL UNIT

| TIMETABLE | DATE | STATUS OF THIS RETURN |
|-----------------------------|----------------------------|-----------------------|
| Full Unannounced inspection | 22 February – 4 March 2016 | |
| Report published | 20 July 2016 | |
| Action Plan Submitted | 03 October 2016 | Attached |

ACTION PLAN - HMCIP REPORT

ESTABLISHMENT: HMYOI WETHERBY & KEPPEL UNIT 2016

POSITION AS AT: 03 OCTOBER

| 1. Rec. no | 2 Recommendation | 3. Accepted/Rejected | 4. Response Action Taken/Planned | 5. Function Responsible / Policy Lead | 6. Target Date |
|------------|---|----------------------|---|---------------------------------------|-----------------------|
| | Main recommendations To the governor | | | | |
| 5.1 | MMPR coordinators should not be redeployed to other duties and all staff should be properly trained. All incidents where force is used should be recorded, including by audio and body-worn cameras. Staff should complete accurate and detailed use of force reports within 24 hours of an incident, which should describe all holds applied, including use of pain. MMPR coordinators should review reports and | Partially accepted | Efforts will continue to be made to make sure that the safeguarding team are only redeployed in operational emergencies. The policy for completion of use of force reports is 72 hours. The safety and effectiveness of MMPR (Minimising and Managing Physical Restraint) is dependent on continuous monitoring and evaluation processes, both centrally and locally, in order to make sure that any safety issues are identified and that appropriate action is taken. HMYOI Wetherby will record and report each individual use of MMPR, however, it is not always possible to capture every incident due to issues such as the location where the incident takes | Head of Safeguarding | Completed and ongoing |

| | | | | | |
|-----|--|-------------------------------|---|--|-------------------|
| | <p>recordings and address any concerns with the staff involved.</p> <p>All incidents should be reviewed by a senior manager within seven days. (S56)</p> | | <p>place and the urgency to intervene when the incident is spontaneous.</p> <p>All planned incidents of MMPR are recorded, however, the feasibility of increasing recording is dependent on resources and technology.</p> <p>We have re-issued a body-worn camera collection list in the gate lodge. All communications staff have been instructed to inform staff responding to incidents to activate their body-worn cameras</p> <p>A weekly MMPR review panel is conducted with a senior manager, the Youth Justice Board (YJB) Monitor, healthcare manager and social worker.</p> | | |
| 5.2 | <p>Boys on the standard regime level should be out of their cells for 10 hours each day, in accordance with a core day timetable driven by their needs. (S57)</p> | Accepted | <p>We are working towards the core day and are considering proposals for potential revision. In the meantime, HMYOI Wetherby are working to deliver a regime that offers young people 10 or more hours out of room per day and to assist with this, are developing a new system for improving the monitoring of time out of room.</p> | NOMS Young People's Policy and Casework | 30 September 2016 |
| 5.3 | <p>Education managers should provide a full-time curriculum of education and training activities that meet the needs of children. Prison and education managers should ensure that boys of compulsory school age attend a range of appropriate education and training. Regime constraints should not result in interrupted learning. (S58)</p> | Accepted subject to resources | <p>HMYOI Wetherby is working with Novus (the Manchester College) to ensure a full curriculum is provided to meet the needs of young people. In particular, one pathway per person that incorporates the main activity and compulsory subjects such as English, Maths, IT, Personal Development and Physical Education.</p> | Head of Education & Activities | 31 December 2016 |
| | Recommendation To NOMS | | | | |

| | | | | | |
|-----|---|--------------------|---|--|---------------|
| | Purchases | | | | |
| 5.4 | Boys should be able to place an order with the prison shop within 24 hours of arrival. (2.131, repeated recommendation Wetherby 2.115 and Keppel unit 2.108) | Rejected | It is national policy that there is one standard order and one following delivery day per week for each prison. It is not financially viable to fund additional deliveries for new arrivals outside of this schedule. At HMYOI Wetherby new arrivals are offered a reception pack with basic items for young people newly arriving to the prison. An order from the full local range can then be placed on the next usual ordering day. | National Offender Management Service (NOMS) Commissioning Group / Head of Corporate Services | |
| | Recommendation To NOMS and the YJB | | | | |
| 5.5 | The transfer of patients to hospital under the Mental Health Act should take place within agreed Department of Health timescales. (2.118) | Partially accepted | The protocol guidance for the transfer of children and young people in secure settings under the Mental Health Act (originally developed by the Department of Health) is currently being updated by NHS England and is expected to be published in November 2016. The greater vulnerability of children and young people that arises from their age and lack of maturity, makes it unacceptable for them to remain in youth detention accommodation without immediate access to the right level of health oversight and expertise that their mental disorder requires. Therefore updated protocols, as per the current version, will include a suggested maximum timeframe in which to complete the transfer of a young person. | NHS England | November 2016 |
| | Recommendation To the escort contractor | | | | |
| | Courts, escort and transfers | | | | |
| 5.6 | Procedures should be expedited to limit the time boys spend in court cells and ensure a timely arrival at the prison. Boys should not travel with adults. (1.4) | Partially accepted | The objective of minimising the time prisoners spend waiting in court cells is reflected in the PECS contract, with the contractors fully aware of their obligations to escort prisoners from court at the earliest opportunity. The current contract established the use of escort vehicles with a | Prisoner Escort and Custody Service (PECS) | Ongoing |

| | | | | | |
|------------|--|----------|---|--------------------|-------------------|
| | | | <p>separation capability, which allows different types of prisoners (male/female, adult/young people) to be carried on the same vehicle. The change results in more efficient scheduling, with a reduction in prisoner waiting times in addition to significant savings to the service. However, reducing waiting time is also dependent upon the assistance of other stakeholders, notably HM Courts & Tribunals Service, the Youth Offending Team (YOT) Services and the YJB Placement Team. It is critical that youth cases are listed as a priority, that YOT Services predict the likelihood of custody and expedite their risk assessments and other documents and that the YJB also have effective mechanisms to place young people as soon as they are notified from court.</p> <p>The contractor is fully aware of the risks posed by late arrivals and every effort is made to ensure their vehicles arrive within the latest reception time. There may be occasions when the contractor encounters traffic issues, adverse weather on route and late court sittings. The vast distances between the courts and the prison establishment poses a further challenge which does have a negative impact on the young person's arrival times. When late arrivals do occur, the escorts are required to ensure that the receiving establishment is informed of the delay and agreement is sought in advance for the safe receipt of any late arrivals. PECS continue to monitor all aspects of the contractors' performance and on occasions where it fails to meet the agreed levels it will be raised with the contractor for improvement.</p> | | |
| | Recommendations To the governor | | | | |
| | Early days in custody | | | | |
| 5.7 | The reception area should be cleaned regularly and | Accepted | HMYOI Wetherby will undertake regular checks to ensure that the reception area is cleaned regularly | Head of Admissions | 30 September 2016 |

| | | | | | |
|------|---|-----------------------------|--|-----------------------------|-------------------|
| | maintenance issues resolved. (1.12) | | and maintenance issues resolved quickly. | & Care | |
| 5.8 | The first night centre should not be used to accommodate boys reintegrating from the care and separation unit and others who are disruptive. (1.13) | Accept subject to resources | To identify the extent of our use of the first night centre, a monitoring system will be up and running by 30 September 2016. The plans for a re-integration unit should assist with this issue however we are awaiting approved funding. | Head of Admissions & Care | 31 March 2017 |
| 5.9 | All new arrivals should be given the opportunity to speak to a peer mentor before they are locked up for the night. (1.14, repeated recommendation Wetherby 1.13) | Partially accepted | New arrivals will be able to see a peer mentor on the evening of their first night before lock up at 8pm. Those young people arriving after 8pm will see a peer mentor at the earliest opportunity. | Head of Admissions and Care | 30 November 2016 |
| 5.10 | First night risk management plans should be relevant to the boy's needs and identified risks, and managers should monitor quality through robust quality assurance. (1.15, repeated recommendation Wetherby 1.14) | Accepted | HMYOI Wetherby have completed a review and management checks are in place to check a percentage of risk management plans to ensure that quality is maintained. | Head of Admissions & Care | Completed. |
| 5.11 | All new arrivals should receive a good quality induction to the prison. (1.16, repeated recommendation Wetherby 1.15) | Accepted | A full review of the induction process will be undertaken and a separate review will focus on the Keppel Induction process. A range of additional agencies to be involved in this. | Head of Admissions & Care | 31 October 2016 |
| | Care and protection of children and young people | | | | |
| 5.12 | Staff from all relevant areas should attend the weekly | Accepted | The weekly safeguards meeting will be refreshed and contingencies are being sought to provide a | Head of Safeguarding | 30 September 2016 |

| | | | | | |
|------|---|----------|---|---------------------------------|-------------------|
| | safeguarding meetings. (1.21) | | weekly chair for the meeting. Discussions are ongoing with the dedicated social workers to offer cover for this meeting in the absence of the safeguarding Band 3. Additionally, named representatives from stakeholders will be sought in order to provide continuity and effective contributions to the meetings. | | |
| 5.13 | More emphasis should be placed at strategic safeguarding meetings on analysing patterns and trends and taking appropriate action to address issues that arise. (1.22) | Accepted | The structure of the quarterly meetings is changing to offer a more analytical approach to the reasons behind the data. Information will be shared at least once a week in advance of the meeting and areas will be tasked with responding to the causal effects in their areas and for providing potential solutions or strategies to overcome perceived issues. | Head of Safeguarding | 30 September 2016 |
| 5.14 | Children should never be strip-searched under restraint. (1.28) | Rejected | <p>Reasonable force can be used to make sure prisoners, including young people, comply with searches, in accordance with Annex A of Prison Service Instruction (PSI) 67/2011, "Searching of the Person", and PSO 1600, "Use of Force". Use of force will be justified and therefore lawful, only:</p> <ul style="list-style-type: none"> • If it is reasonable in the circumstances • If it is necessary • If no more force that is necessary is used • If it is proportionate to the seriousness of the circumstances. <p>More generally, full searches conducted under normal circumstances (i.e. without the use of restraint) can be undertaken on intelligence or suspicion without prior authority. All full searches, including those carried out during or after restraint will be based on intelligence, assessed by a manager and authorised by a senior manager. All searches must also be referred to the local authority designated officer (LADO). Any decision to search a young person whilst</p> | NOMS Security Policy Unit (SPU) | |

| | | | | | |
|------|--|--------------------|--|---------------------------------------|------------------|
| | | | under restraint must be undertaken with full adherence to the requirements of MMPR. MMPR provides a greater emphasis on managing challenging behaviour without resorting to restraint and also stresses the importance of accurate reporting to enable the ongoing analysis of its effectiveness. Training in de-escalation and avoiding the need for restraint is a key part of the system. | | |
| 5.15 | There should be clear and accountable systems of support and monitoring for boys who have been victims of bullying or who withdraw themselves to a significant extent from shared activities. (1.32) | Accepted | The 'current positive attitudes created together' (PACT) policy will be reviewed in conjunction with main residence on developing a cultural shift to rewarding good behaviour rather than punishing poor behaviour. The review and recommendations will be in place by December 2016. | Head of Safeguarding | 31 December 2016 |
| 5.16 | The gated cells should be replaced by care suites suitable for vulnerable boys, and those under continuous supervision should have their own clothes and possessions with them unless a mental health assessment indicates otherwise. (1.38) | Partially accepted | A capital bid will be submitted to the Youth Justice Board by the end of October 2016 Local policy is that all young people wear a uniform to prevent bullying. Possessions remain in cell subject to a mental health assessment. | Head of Keppel / Head Of Safeguarding | 31 December 2016 |
| 5.17 | Structured refresher training in supporting boys at risk of self-harm should be delivered regularly to all operational staff. (1.39) | Accepted | New staff will be targeted during their induction week at HMYOI Wetherby. A rolling programme will then be put in place to target one third of the staff each year. Written guidance on safer custody will be issued to every member of staff immediately. | Head of Safeguarding | 31 December 2016 |
| | Behaviour management | | | | |
| 5.18 | Components of the | Accepted | There is currently a review underway to ensure | Deputy | 31 October 2016 |

| | | | | | |
|-------------|--|-------------------------------|---|---|-------------------|
| | behaviour management strategy should be strengthened and they should complement each other. (1.49) | | that PACT, minor reports and rewards and sanctions policy complement each other. This will produce the best outcomes in engaging young people to improve behaviour. | Governor | |
| 5.19 | More emphasis should be placed on promoting positive behaviour, including more use of mediation and multidisciplinary work and wider involvement of family members. (1.50) | Accepted | <p>HMYOI Wetherby are developing a new sequencing meeting to support working with individual young people to address specific behaviour issues.</p> <p>We are working to introduce a new 'within the gates' Conflict Resolution model and are recruiting staff to be trained in restorative approaches.</p> <p>Family talk is currently working well and is a good area of practice. There are 9 families' involved and several more on the waiting list. There have been self-referrals from young people having heard about the service. There has been a good uptake from Youth Offending Teams and caseworkers.</p> | Deputy Governor | 31 October 2016 |
| 5.20 | Boys should be consulted about the content and application of the rewards and sanctions scheme. The findings should be used to make the scheme more effective and motivational. (1.54) | Accepted | Within the Young People's Estate, we are currently reviewing the Incentives and Earned Privileges (IEP) scheme for young people to determine what options may be available to increase incentives around good behaviour and expand the range of sanctions available to manage poor behaviour | NOMS Young People's Policy and Casework | 31 March 2017. |
| 5.21 | All intelligence reports should be processed swiftly and actions should be tracked by the security team. (1.65) | Accepted subject to resources | HMYOI Wetherby is currently reviewing the management of Incident Reports (IRs) to improve the timescales for completion and action. | Head of Security & Intelligence | 30 September 2016 |
| 5.22 | All strip-searching should be properly authorised, logged and monitored by | Accepted | The information is now coming through to safeguards and will be discussed at the quarterly meetings as a standard agenda item. | Head of Safeguarding | 31 October 2016 |

| | | | | | |
|------|---|--------------------|---|----------------------|------------------|
| | the safeguarding children strategy committee. (1.66) | | | | |
| 5.23 | The mandatory drug testing suite should be cleaned regularly to ensure it is a suitable, safe testing environment. (1.67) | Accepted | This has now been brought to the attention of the Amey manager. The Mandatory Drug Testing (MDT) suite has now been added to the cleaning schedule and will now be cleaned regularly. | Head of Operations | Completed. |
| 5.24 | Adjudications should only be used to deal with more serious breaches of rules and all adjudications should be heard. (1.68) | Accepted | HMYOI Wetherby are currently trialling a pilot to increase the use of minor reports to ensure that adjudications are used only for the most serious breach of rules. The initial findings will be available after October 2016. | Deputy Governor | 31 October 2016 |
| 5.25 | Collective punishments, including regime shutdowns, should not be used. (1.69) | Partially accepted | Regime shut downs are limited to intelligence based evidence of potential risks and following a serious incident. This will be monitored and reviewed through the security committee. | Deputy Governor | 31 October 2016 |
| 5.26 | Behaviour management approaches should give priority to describing, modelling, encouraging and reinforcing constructive behaviour. (1.74) | Accepted | <p>The psychology department at HMYOI Wetherby are undertaking a piece of research in to young people who have shown positive behaviour without resorting to violence. This will be used to provide an evidence based research for moving this work forward. A new position of violence reduction custody manager is being created and this role will involve the development of individual behaviour management plans that will focus on modelling changed behaviour and interventions to support this.</p> <p>Across the Young People's Estate, we are awaiting the outcome of NOMS Custodial Violence Management Model (CVMM) pilot which is currently being piloted in eight establishments and will conclude in September 2016. This is a multi-disciplinary case management approach for dealing with problematic and violent behaviour and has two levels, monitoring and intervention. We will evaluate the outcome for our estate.</p> | Head of Safeguarding | 30 November 2016 |
| 5.27 | Data on violence and | Accepted | The violence diagnostic tool is being reviewed on | Head of | 30 November 2016 |

| | | | | | |
|-------------|--|----------|---|-----------------------------|-----------------------|
| | bullying should be used to identify trends and to inform specific actions and strategic priorities. (1.75) | | a weekly basis looking at the three measures around violence - where, when and why. This feeds in to the evolving violence reduction policy which offers strategies for changing behaviours. The policy is new in its design and needs a period of time to be embedded. Its effect will be reviewed by 1 November 2016. | Safeguarding | |
| 5.28 | All boys held in the segregation unit should have access to education, an hour of exercise in the open air, and be able to make a telephone call every day. (1.89) | Accepted | All young people are offered education and exercise. Each young person in the Care and Separation Unit (CSU) has their own bespoke individual risk management plan which is written by the head of admissions & care, or the Duty Governor in his absence. All individual risk management plan are monitored and signed off as part of management checks. All young people are offered an hour of exercise in the open air and can make a telephone call every day. New phones have now been installed on Anson unit. | Head of Admissions and Care | 31 October 2016 |
| 5.29 | Oversight of the segregation unit should be improved. (1.90) | Accepted | A supervising officer post for the Care and Separation Unit (CSU) has been identified. The head of care and admissions is currently visiting the CSU multiple times throughout the day. The recruitment of a supervising officer will be dependent on the funding for the re-integration unit as they will have a dual role. | Head of Admissions & Care | 31 March 2017 |
| 5.30 | Children on an open ACCT document should only be segregated in well documented exceptional circumstances. (1.91) | Accepted | A system is in place to record the exceptional reasons why a young person who is on an open ACCT is located in the CSU. The CSU now have a system in place to monitor when and why such instances happen and this information will be fed in to the quarterly stability and order meeting. | Head of Safeguarding | Completed and ongoing |
| | Residential units | | | | |
| 5.31 | All graffiti should be | Accepted | A maintenance plan is in place as part of the | Head of | 31 March 2017 |

| | | | | | |
|------|---|-------------------------------|---|-----------------------------------|-------------------|
| | removed promptly. (2.9) | | <p>planned maintenance programme contract with Amey.</p> <p>Any areas that have significant levels of graffiti are referred to Amey for re-painting. There is also a compact with young people in which they agree to adhere to their responsibilities.</p> | Young People and Services | |
| 5.32 | Toilets should be adequately screened, with seats and lids. (2.10) | Accepted subject to resources | HMYOI Wetherby has looked to source a toilet seat cover that meets the standards for safer custody and health & safety requirements. We have identified a product and are currently working with the Fire Service to assess its suitability. If it is suitable, we will work to source funding through the bid process. | Head of Residential /Keppel | 31 December 2016 |
| 5.33 | Regular monitoring of cell call bell response times should be undertaken to ensure they are answered promptly. (2.11) | Accepted | A system is currently being developed to monitor cell call bell response times and this will be included in our standard management checks. | Head of Residential /Keppel | 30 September 2016 |
| 5.34 | Boys on remand should be able to wear their own clothes. (2.12, repeated recommendation Wetherby 2.10) | Rejected | The local policy is that all young people wear a uniform to prevent bullying. | Head of Keppel / Head of Security | |
| | Relationships between staff and children and young people | | | | |
| 5.35 | The poor perceptions of boys about treatment by staff should be investigated and addressed. (2.19) | Accepted | <p>Where a young person raises a complaint about their treatment through either written or verbal channels it is investigated through the child protection process.</p> <p>Further work (see our comments on rec 5.40) on perceptions will be undertaken by the safeguarding team working collaboratively with the Independent Monitoring Board (IMB), Barnardo's and other stakeholders in order to ensure we capture perceptions raised and can</p> | Head of Residential /Keppel | 31 March 2017 |

| | | | | | |
|-------------|--|----------|--|---|------------------|
| | | | discuss strategies to better understand the issues. | | |
| 5.36 | Personal officers should introduce themselves to boys as soon as possible after arrival, and undertake and record regular and meaningful welfare checks. (2.20, repeated recommendation Wetherby 2.17) | Accepted | A Personal Officer database has now been created which all Officers have access to. Managers on the unit are regularly monitoring this by carrying out data quality checks. Upon arriving at Wetherby young people are informed of who their personal officer is and cell door cards provide personal officer details. | Head of Young People & Services | 31 October 2016 |
| | Equality and diversity | | | | |
| 5.37 | The equality policy should be updated. (2.28, repeated recommendation Wetherby 2.25) | Accepted | The local equalities policy was updated on 31 March 2016. | Head of Safeguarding | Completed |
| 5.38 | There should be effective monitoring across both sites of outcomes for boys from all protected characteristics groups and action taken to rectify identified disadvantage. (2.29) | Accepted | A full review of the equalities action group and meeting structure is being undertaken by head of safeguarding. Senior management leads have been identified for each of the protected characteristics. The agenda for the equalities action group has been amended to monitor outcomes across each characteristic. | Head of Safeguarding | 30 November 2016 |
| 5.39 | Consultation and peer support groups should be held for all boys with protected characteristics. (2.41, repeated recommendation Wetherby 2.38) | Accepted | HMYOI Wetherby has a well-embedded young peoples' council that takes place on a monthly basis on every unit. We also have young people representation on the equalities committee. A further model is to be developed which will use social work services to undertake specific forums with young people from across the protected characteristics. | Head of Safeguarding / Equalities Advisor | 30 November 2016 |
| 5.40 | The poor perceptions of safety by boys who consider themselves to have a disability should be addressed. (2.42, repeated | Accepted | Further work on perceptions will be undertaken by the safeguarding team working collaboratively with IMB, Barnardo's and other stakeholders in order to ensure we capture perceptions raised and can discuss strategies to better understand | Head of Safeguarding | 31 October 2016 |

| | | | | | |
|------|--|----------|---|---|-----------------------|
| | recommendation Wetherby 2.37) | | the issues. Questionnaires have been created based on safety. This is being co-ordinated through the safeguarding department and the results will be back in by October 2016 | | |
| 5.41 | The reasons for the underrepresentation on the unit of boys from minority ethnic and Muslim backgrounds should be investigated. (2.43, repeated recommendation Keppel unit 2.32) | Accepted | The YJB has done an initial piece of work on this and will expand on that to identify whether there is any cultural bias evident. Although the Keppel Unit is a national resource, geography will also have some influence over whether it is the best overall solution or whether similar outcomes are available closer to home in a secure training centre or secure children's home setting. A deeper dive into youth offending team recommendations and a more regionally based comparison of ethnicity that reflects a proximity to other suitable establishments will be conducted by March 2017. In addition, the psychology team at HMYOI Wetherby will undertake a short piece of research to analyse referrals and placements in order to establish concerns/trends. | YJB Head of Safeguarding / Equalities Advisor/ Head of Keppel | 31 March 2017 |
| 5.42 | Foreign national boys under threat of deportation should have access to specialist legal advice. (2.44, repeated recommendation Keppel unit 2.33) | Accepted | The Home Office fully supports the need for foreign national offenders (FNOs) to receive independent legal advice and would advise them to speak to their legal representatives who will be able to provide them with independent advice. There would however be a conflict of interest if the Home Office were directly involved in the procurement of that advice for FNOs. FNOs can request a list from the prison of solicitors in the area who will be able to provide specialist independent legal advice. | Home Office - Criminal Casework Secretariat | Completed and ongoing |
| | Complaints | | | | |
| 5.43 | The reasons why some boys have no confidence in | Accepted | A focus group is to be established to explore young people's confidence levels in the | Head of Safeguarding | 30 November 2016 |

| | | | | | |
|------|--|-------------------------------|---|---|-------------------|
| | the integrity of the complaints system should be investigated and appropriate action taken. (2.55) | | complaints process. The work is to be explored across all residential units and feedback to the October 2016 quarterly safeguarding meeting. | | |
| | Legal rights | | | | |
| 5.44 | Professional visitors should be able to book a private interview room in advance. (2.59) | Accepted subject to resources | Visits booking clerk will ensure that the private room can be booked when a professional visitor requests it | Head of Reducing Reoffending | 30 September 2016 |
| | Health services | | | | |
| 5.45 | All areas for the treatment of patients should be cleaned and should meet national infection control standards. (2.77) | Accepted | HMYOI Wetherby will implement an infection control and prevention action plan that includes cleaning regime and method of auditing. Bid for new flooring has been approved by the YJB | Head of Healthcare | 30 November 2016 |
| 5.46 | Nurses should be called to and routinely attend any use of force/restraint. (2.78) | Accepted | Where the use of force is part of a planned removal a nurse will be at the scene. Where use of force is part of a spontaneous incident, healthcare will be called to respond and will normally see the young person within a 15 minute window. Occasionally, where multiple incidents take place at the same time, it will be necessary for healthcare to prioritise those who require immediate attention. Healthcare staff will, however endeavour to see all young people within at least half an hour of the incident. The prison will work with the head of healthcare to make sure all staff meet these timescales. | Head of Safeguarding / Head of Healthcare | 30 November 2016 |
| 5.47 | All health care staff should have personal protection/breakaway training to support them and increase their confidence. (2.79) | Accepted | HMYOI Wetherby will commission bespoke personal protection training and ensure all staff attend | Head of Healthcare | 31 January 2017 |
| 5.48 | All prison staff should be | Accepted | HMYOI Wetherby will prioritise an annual training | Head of | 31 March 2017 |

| | | | | | |
|------|---|----------|---|--|------------------|
| | trained in basic resuscitation skills, including use of the automated defibrillator. (2.80) | | schedule which will include resuscitation training. Primarily this will be aimed at all operational staff and education staff. | Corporate Services | |
| 5.49 | The prison regime should not compromise boys' access to health care appointments and appropriate measures should be taken to improve the effective use of clinics. (2.89) | Accepted | <p>The operations meeting monitors logistical issues in relation to healthcare appointments, this will be subject to ongoing monitoring.</p> <p>The head of healthcare will:</p> <ul style="list-style-type: none"> • Develop and audit process for recording did not attend (DNAs) and reasons for not attending • Have as a standing agenda item at prison health ops meeting • Implement system for reminding young people of their appointments the night before • Review core day with Wetherby and protected and unprotected sessions will improve access to young people for provision of health interventions • Work with Wetherby to identify priorities for going out to hospital appointments <p>Work with GP and advanced nurse practitioner role to reduce need to attend hospital appointments</p> | Head of Admissions & Care / Head of Healthcare | 28 February 2017 |
| 5.50 | The inpatient facility should be closed and robust arrangements made to ensure that boys with acute health needs are transferred to hospital or managed in the prison with support from health services. (2.90) | Accepted | <p>Implement wing based nursing – both in primary care and focus the child and adolescent mental health service (CAMHS) to facilitate the closure.</p> <p>The provision of two photochromic doors to facilitate observations and access to vulnerable young people has been approved by the YJB. This project was submitted to the change board on 21 September 2016 for final approval. Mobilisation of this work will take approximately 4 weeks from issue of the task to proceed. Approximate completion date is 28 October 2016.</p> | Head of Healthcare | 31 October 2016 |

| | | | | | |
|-------------|--|----------|---|--------------------|-------------------|
| | | | | | |
| 5.51 | A pharmacist led team, including cover for absence, should ensure robust medicines governance. Pharmacy led clinics, clinical audits and medication reviews should be conducted regularly. (2.102) | Accepted | Pharmacist employed one day a week to ensure clinical input and systems for governance are developed and audited. To develop the pharmacy tech resource and areas of responsibility. | Head of Healthcare | 30 September 2016 |
| 5.52 | Two staff should be present during the administration of a controlled drug in line with the standard operating procedure and best practice. (2.103) | Rejected | <p>Risk assessment is already in place. Controls include record keeping, audit of record keeping, annual competency check and incident reporting, To pre-prepare liquid doses of controlled drugs to reduce risk.</p> <p>Due to staffing levels it is not possible to have two staff present during the administration of a controlled drug.</p> <p>To implement this recommendation the healthcare workforce would have to be doubled to allow two checkers on each wing at the same time. The other option would be to stagger medication on the wings and this would impact heavily on the prison regime and young people's access to education.</p> | Head of Healthcare | |
| 5.53 | There should be a robust system for ensuring that boys receive prescribed medicines when attending court. (2.104) | Accepted | HMYOI Wetherby will develop a robust system for pre-release checks that includes ensuring boys going to court receive prescribed medication. | Head of Healthcare | 30 November 2016 |
| 5.54 | All prison staff should receive regular mental health awareness training. (2.117) | Accepted | <p>HMYOI Wetherby will complete a training schedule to ensure staff receive regular mental health awareness training.</p> <p>A training package has been developed which</p> | Head of Healthcare | 30 November 2016 |

| | | | | | |
|------|---|----------|---|---|-----------------------|
| | | | explores the most effective ways of delivering the education within constraints of the prison regime. Process of 12 month training schedule to facilitate training within the regime. | | |
| | Catering | | | | |
| 5.55 | Boys should be able to dine in association for all meals. (2.124, repeated recommendation Wetherby 2.109) | Rejected | NOMS previously rejected this on the basis that young people are able to eat breakfast and evening meals communally, but the lunchtime meal is taken in their room and that this approach was discussed with the Children's Food Trust as part of their review of catering provision in young offender institutions, and their final report did not include a recommendation to change this practice. | NOMS Young People's Policy and Casework | |
| 5.56 | The fabric and painting programme for the catering department should be improved to prevent potential hygiene hazards. (2.125) | Accepted | HMYOI Wetherby is subject to a painting schedule through Amey and we have raised this with them. | Head of Residential /Keppel | 30 September 2016 |
| 5.57 | Boys from across the establishment should have the opportunity to work in the kitchen to gain qualifications in catering. (2.126) | Accepted | The catering pathway has now been amended to reintroduce this activity to young people. The kitchens have now started to employ young people again. | Head of Reducing Reoffending/ Head of Young People's Services / Head of Education | Completed and ongoing |
| | Time out of cell | | | | |
| 5.58 | The core day should be revised to meet the needs of the young population at Wetherby and Keppel. (3.4) | Accepted | HMYOI Wetherby is working to improve our performance against the agreed standardised core day within the Young People's Estate. A new proposed core day has been drafted and is currently being considered by NOMS. | NOMS Young People's Policy and Casework | 31 March 2017 |
| 5.59 | Boys should be given the opportunity to spend at least one hour in the open air every day. (3.5) | Accepted | HMYOI Wetherby is working to improve our performance against the agreed standardised core day within the Young People's Estate and allow all young people to enjoy an hour in the | NOMS Young People's Policy and | Completed and ongoing |

| | | | | | |
|-------------|--|----------|--|---|-----------------|
| | | | open air per day. All YP's received 30 minutes of exercise plus four lots of movement to and from education. | Casework | |
| | Education, learning and skills | | | | |
| 5.60 | Managers should improve their collection, analysis and use of data to monitor more accurately participation in and the impact of the provision. (3.14) | Accepted | Curriculum reviews will take place annually as outlined in the YJB contract with NOVUS. The use of LMI (Labour Market Information) and learner surveys will be considered and an action plan will be developed through the outcomes provided by the survey. The activity hub will ensure relevant data is collected and analysed. Data will be presented to the QIG (Quality Improvement Group) and also to the senior management team (SMT) for consideration and to monitor the impact and attendance levels. | Head of Education / Head of Reducing Reoffending | 31 October 2016 |
| 5.61 | The quality of outreach provision should be improved further by ensuring that all planned interventions are delivered in appropriate surroundings. (3.20) | Accepted | The available rooms on the units are to be improved (March 2017) with appropriate furniture and resources. The additional outreach rooms and classrooms to be created on Benbow are awaiting for approval of the capital bid that was passed to the YJB. | Head of Education & Activities | 31 March 2017 |
| 5.62 | The support provided to boys on all courses should be improved so that they make good progress from their starting points and achieve their planned qualifications. (3.29) | Accepted | All teachers will work to ensure they are aware of all their learners needs to provide full support. Teachers to see young people individually if they are not attending class to establish the reasons and work with the engagement resettlement team to resolve. | Head of Education & Activities | 31 October 2016 |
| 5.63 | The quality of outreach provision should be further improved by ensuring that all planned interventions are delivered in appropriate surroundings. (3.30) | Accepted | This is identical to rec as 5.61 | | 31 March 2017 |

| | | | | | |
|------|---|-------------------------------|--|---------------------------------|-------------------|
| 5.64 | The analysis of data should be improved so that use of the library and associated services can be monitored. (3.45) | Accepted | The activity hub will conduct data analysis to inform on the use of the library, monitoring the various demographics and usage. | Head of Education & Activities | 31 October 2016 |
| 5.65 | The range of activities which promote literacy should be enhanced, including the introduction of Storybook Dads. (3.46) | Accepted | A review of library provision should take place with the new contract provider. All learners to have access to the library as part of their learning. Storybook Dads to be introduced. | Head of Education & Activities | 31 October 2016 |
| | Physical education and healthy living | | | | |
| 5.66 | All boys should have free access to drinking water while exercising. (3.53) | Accepted | Drinking facilities will be provided in the gym and we are currently sourcing suitable drinking cups. | Head of Education & Activities | 30 September 2016 |
| 5.67 | Regime constraints should not result in cancelled sessions. (3.54) | Accepted | The regime management plan is being reviewed on a daily basis to prioritise and maximise the delivery of education. | Deputy Governor | 30 September 2016 |
| 5.68 | The ventilation in the shower room of the sports hall should be improved to control temperature and humidity. (3.55) | Accepted subject to resources | A bid for the refurbishment of showers and ventilation to the gym& shower area was submitted to the YJB on 21 September 2016 for their consideration. However, this project may fall outside the scope of the remit of the YJB, as this appears to be a maintenance issue. Therefore, the bid will also be submitted through the normal bid process for major maintenance work via NOMS by 31 October 2016. A completion date for this work is very hard to predict until a funding decision is made regarding this work. | Head of Reducing Reoffending | 31 October 2016 |
| | Pre-release and resettlement | | | | |
| 5.69 | Appropriate data should be systematically collected to determine the resettlement and reoffending outcomes for boys who leave | Accepted | The Ministry of Justice (MoJ) publish a range of reoffending data at secure establishment level. This is available for HMYOI Wetherby but Keppel is currently not separated out. | YJB Commissioning & Change Team | Ongoing |

| | | | | | |
|-------------|--|-------------------------------|--|------------------|-------------------|
| | Wetherby and the Keppel unit. (4.8) | | The YJB could provide further analysis for HMYOI Wetherby as a whole but this is not available for Keppel separately and would have to be subject to approval from MoJ. The YJB will ask MoJ Analytical Services if it is possible for them to provide the above data for Keppel unit. | | |
| | Training planning and remand management | | | | |
| 5.70 | Staff from all relevant departments should be represented at training planning or remand management reviews or submit a detailed report if they cannot attend. (4.14, repeated recommendation Wetherby 4.12) | Accepted subject to resources | It is very difficult for staff from all departments to attend as they have to organise their own meetings within those time slots. The head of casework will continue to look into this. However, staff or departments are required to submit a detailed report if unable to attend. | Head of Casework | 31 October 2016 |
| 5.71 | Training and remand planning targets should be individual and focused on addressing identified risks of reoffending and harm. (4.15) | Accepted | Each manager within the department now holds supervision sessions. The main aim of the sessions is to go through the caseworkers current files and to ensure that suitable targets are in place; this takes place on a monthly basis. There will be training for all caseworkers on setting targets and objectives to meet individual needs of young people. | Head of Casework | 31 October 2016 |
| 5.72 | Attendance at the monthly interdepartmental risk management board meeting should include representatives from all key departments. (4.20) | Accepted | A monitoring system has been implemented which is working well and identifies that all departments are attending the interdepartmental risk management board (IRMB). | Head of Casework | 30 September 2016 |
| 5.73 | A robust and consistent management plan should be in place for all boys subject to MAPPA. Caseworkers should work closely with YOTs to ensure that cases are | Accepted | The MAPPA process will be reviewed in line with MAPPA guidelines as set in the community. | Head of Casework | 31 October 2016 |

| | | | | | |
|------|---|--------------------|--|--------------------------------|------------------|
| | identified and boys subject to MAPPA level two or three should be monitored at the monthly IRMB meeting. (4.21) | | | | |
| 5.74 | Boys identified as at risk of serious harm should be prioritised for engagement and appropriate interventions. (4.22) | Accepted | Boys identified as at risk of serious harm are predominantly located on Keppel unit however specific cases on main site are reviewed in both the sequencing, interdepartmental risk management board and safeguarding meeting. The minutes from the meeting will evidence how we are prioritising the boys. | Head of Casework | 31 October 2016 |
| | Reintegration planning | | | | |
| 5.75 | Boys should be given written and electronic information on education and training opportunities at Wetherby. (4.38) | Accepted | On induction young people will be given written information on all education and training opportunities at HMYOI Wetherby. The prospectus will be uploaded onto Virtual Campus. | Head of Education & Activities | 31 October 2016 |
| 5.76 | Use of the virtual campus should be enhanced to create CVs and develop job search skills. (4.39) | Accepted | HMYOI Wetherby will further enhance the virtual campus to enable young people to develop CV's and to search for jobs. | Head of Education & Activities | 31 October 2016 |
| 5.77 | All boys should receive comprehensive advice and guidance on finance, benefit and debt. (4.47) | Accepted | From attending the resettlement course and visits from Job centre Plus, all young people will receive advice and guidance on finance, benefit and debt prior to release. St Giles are also involved on the course and carry out a full budgeting exercise which includes paying bills and budgeting for food etc. There are discussions to extend the course to include implementing a financial management unit and this will be progressed by proposed deadline date. | Head of Education & Activities | 30 November 2016 |
| 5.78 | Technology should be used to support family relationships. (4.51) | Partially Accepted | The YJB had planned to run a pilot at HMYOI Wetherby to test the use of video technology and this was due to have two strands – connecting young people to courts and resettlement | YJB Commissioning & Change | Ongoing |

| | | | | | |
|-------------|--|-------------------------------|--|---|-----------------|
| | | | <p>(including contact with families) - and a best practice model was developed to support this work. However the pilot never really got going due to staff shortages and a lack of interest from YOTS.</p> <p>In addition the YJB also led a Skype pilot at HMP/YOI Parc which involved using a prison officer in the room during the duration of the call and therefore did not prove to be a cost effective solution. The Young People's Estate will investigate this more in the future but it is not currently a priority deliverable over the next 12 months.</p> | Team | |
| 5.79 | Visitors should be able to buy hot food and the facilities for children visiting should be improved. (4.52) | Accepted subject to resources | <p>HMYOI Wetherby have had discussions with the company that provides the vending machines and they are able to provide some that would provide sandwiches. This is now being taken forward with Corporate Services in order to arrange the vending machine contract.</p> <p>The play area has been tidied and more provisions have been ordered such as more toys and games.</p> | Head of Operations / Corporate Services | 31 March 2017 |
| 5.80 | Robust arrangements should be put in place to ensure that all boys convicted of a sexual offence are assessed and that work to reduce the risk they present is carried out efficiently. (4.61) | Accepted | A database will be created to capture all young people coming into custody with a sexual offence. CAMHS to update to head of reducing reoffending on a monthly basis the work being undertaken regarding harmful sexual behaviour. | Head of Reducing Reoffending | 31 October 2016 |

| Recommendations | | Housekeeping Points | |
|--|----|--|---|
| Accepted | 60 | Accepted | 0 |
| Accepted Subject to Resources /Partially | 15 | Accepted Subject to Resources /Partially | 0 |

| | | | |
|--------------|-----------|--------------|----------|
| Accepted | | Accepted | |
| Rejected | 5 | Rejected | 0 |
| Total | 80 | Total | 0 |