

ACTION PLAN: HMCIP REPORT

ESTABLISHMENT: HMP & YOI FOSTON HALL

TIMETABLE	DATE	STATUS OF THIS RETURN
Full Announced inspection	13 – 24 June 2016	
Report published	21 October 2016	
Action Plan Submitted	12 January 2017	Attached

ACTION PLAN - HMCIP REPORT

ESTABLISHMENT: HMP & YOI FOSTON HALL

POSITION AS AT: 12 January 2017

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				
6.1	First night support and supervision during women's early days in custody should be improved to ensure that prisoners have the opportunity to discuss any concerns in private and are safe on the remand wing. (S45)	Accepted	<p>A new induction package is currently being written, this will encompass a rolling five day Induction program which offers flexibility to account for the diverse needs of women being received into HMP Foston Hall. A main factor of the Induction process will be the 'Meet and Greet' lounge; a relaxing and welcoming environment where new receptions will meet Peer Mentors who can alleviate any concerns or worries they may have. The rolling program will allow participants of the induction program to join at any point during the process once other Healthcare or mental health needs have been met.</p> <p>The recycling workshop has been relocated and a reception racking system sourced and purchased to facilitate a designated reception property store. Once fitted all property will be relocated into the designated property store freeing up the existing rooms in the main reception area to establish private interview rooms for the women with a member of staff. The process will be mapped with the induction review to ensure duplication of process is avoided.</p> <p>Staffing levels have been set with acceptable ratios of staff to women on the residential units. As the Regime Management Plan (RMP) is being reviewed, one proposal is that the staffing level on the Induction/Remand Unit are not seen as flexible tasks so they remain operational save for emergencies.</p>	Head of Residence & Safety/Head of Security & Operations	31 March 2017
6.2	A robust review of medicines management should include better professional oversight	Accepted	The provider (Care UK) has set up a Quality Assurance and Improvement Group which is held five weekly. The group includes all stakeholders including the Independent Monitoring	Head of HealthCare	Completed

	and clinically sound procedures to ensure women's needs are met more effectively and support work to reduce the risk of diversion of prescribed medications. (S46)		<p>Board, GP's other clinicians such as Nurse Prescribers and the establishment. There are future plans for service user involvement. The minutes and associated documents are made available to staff who did not attend. The Governance of the group is in place, undertaken by Care UK Regional and National Groups.</p> <p>A diversion pathway has been developed, in conjunction with the establishment Senior Management Team, supported by other elements of the regime.</p>		
6.3	The prison should ensure sufficient activity places are provided to purposefully occupy the population and those that are available should be used to support efforts to rehabilitate the women held. Activities should include a sufficient range to meet the needs of those with only a short stay at the prison. (S47)	Accepted	<p>ONE3ONE Solutions continues to work hard to source more new work for prisoners across the estate. This includes working with local and national businesses as well as other Government Departments.</p> <p>A sequencing improvement plan is in place to consider any areas for improvement in the sequencing process. Band 5 Activities Hub Manager now carries out allocations between the weekly boards to maintain allocation as close to capacity as is possible.</p> <p>Without any local funding nor funding from PSPI to install additional workshop accommodation, increases in places are difficult. Notwithstanding this, the Reducing Reoffending (RRO) team continually strives to augment activity places. Since the HMIP inspection, and by means of an innovative approach, the team has already managed to increase activity places by approximately 30. Work to make further increases will continue.</p> <p>A unit award, a module worth three credits towards an award or certificate in skills for employability lifelong learning (English and Maths), enables women on short sentences or on remand to gain some qualifications in the short time available.</p>	ONE3ONE Solutions Head of Reducing Re-Offending	31 March 2017
	Recommendations To the governor				
	Courts, escort and transfers				
6.4	Men and women should be transported separately. (1.2, repeated recommendation 1.6)	Rejected	The current PECS contract allows for male and female prisoners and young people to be transported on the same escort vehicle. This has been achieved by introducing a flexible fleet configuration allowing physical separation on board, where previously separate vehicles would have had to have been used. In addition to saving costs, the use of such hybrid vehicles provide a more responsive service by allowing female prisoners	Prison Escort Custody Services	

			and young people to be carried on scheduled runs, so reducing waiting times at courts and also reducing the carbon footprint and the environmental impact.		
	Early days in custody				
6.5	All new arrivals should receive sufficient clean clothing. (1.7)	Accepted	<p>All new arrivals are issued with an initial pack of items on arrival into reception which contains a full change of prison issue clothing. Reception staff will record on Prison NOMIS that a change of clothing has been issued and ensure that there is sufficient stock on a weekly basis. Weekly integrity checks of new receptions is to be completed by first night managers.</p> <p>Some women do decline the offer of clothes as they do not want to wear prison issue clothing which can be seen as impersonal and masculine. This will be documented on the property card. The induction programme will include an appointment to visit the 'F&H' workshop which houses the clothing donations to select items suitable for the individual, this is based on stock availability.</p>	Head of Security & Operations	31 January 2017
	Safe and supportive relationships				
6.6	The prison should investigate why many women feel unsafe or victimised and address any areas of concern identified. (1.17)	Accepted	<p>The establishment held a Violence Reduction prisoner forum, to ask prisoners their take on how safe they feel within HMP Foston Hall, and if they don't feel safe an action plan has been devised using the information received.</p> <p>There is an Early Intervention scheme in place which potentially leads to a Zero Tolerance placement should bullying be evidenced. Those on these schemes are monitored more robustly and challenged where appropriate. Victim support should also be offered as part of this package.</p>	Head of Residence & Safety	Completed
6.7	The prison should explore options for providing additional incentives for women on the enhanced IEP level. (1.18)	Accepted	<p>A focus group with a cross section of prisoners will be arranged to discuss what privileges they would like to be considered and suggestions / ideas on how the prison can improve the privileges currently available to Enhanced prisoners at Foston Hall, to influence and encourage prisoner's behaviours to remain purposeful and positive.</p> <p>Contact will be made with other establishments to see what they offer as incentives to become enhanced for further ideas There will be a review of the local IEP policy including any further incentives.</p>	Head of Residence & Services	28 February 2017
	Self-harm and suicide prevention				

6.8	The protocol with the East Midlands Ambulance Service should be agreed. (1.25)	Accepted	There has been a number of attempts to gain agreement and sign off from East Midlands Ambulance Service (EMAS) both at local and regional level. This has been delayed due to changes of Health Provider and Regional restructuring. The Establishment has taken the lead on this requirement and will ensure that a signed protocol agreement is in place.	Head of Healthcare	31 March 2017
6.9	ACCT care maps should be reviewed and women on an ACCT should be purposefully occupied wherever possible. (1.26)	Accepted	<p>The prison holds case manager support and guidance session bi-monthly, which is an ideal opportunity for any common themes or issues to be addressed, and also for best practice to be shared.</p> <p>An email has also been sent out to all case managers with a best practice CARE map attached giving guidance on how to write and review CARE maps effectively</p> <p>Those who are on open ACCTs for long over 4 weeks are discussed at a weekly Support and Intervention meeting, from their suitable activities/distractions may be offered, such as one-to-one sessions, distraction materials from Safer Custody and appropriate activity placement.</p>	Head of Residence & Safety	Completed
	Safeguarding (protection of adults at risk) and women with complex needs				
6.10	A prison-wide safeguarding strategy should be drafted and wing staff should be supported to develop their understanding of safeguarding duties and social care referral mechanisms. (1.32)	Accepted	<p>A comprehensive safeguarding strategy will be drawn up which will include the input of Healthcare, Mental Health, Social Care and Safer Custody.</p> <p>Staff will be supported to understand their duties through their line management and the Staff Performance and Development Record process.</p>	Head of Offender Management Unit	31 January 2017
	Disciplinary procedures				
6.11	All planned uses of force should be video-recorded and all use of force documentation reviewed promptly after the incident. (1.46)	Accepted	<p>Where possible during Planned Interventions, the use of the video-cameras are utilised and Custodial Managers are aware of this requirement.</p> <p>Weekly checks of Use of Force paperwork will be conducted in a Quality Assurance meeting where learning points or good practice will be disseminated as required.</p> <p>If there was an immediate risk to life, then an intervention may have to take place before the camera equipment could be readied and staffed, there could be an occasion where a delay</p>	Head of Residence & Safety	31 December 2016

			could occur whilst a video-camera or operator was found. We would not delay the intervention if there was a risk to life.		
6.12	The prison should reduce the number of women being segregated while awaiting adjudication. (1.51)	Accepted	Women will only be segregation under rule 53/4 where there is a particular risk to other prisoners/staff/visitors or the security of the establishment. Following an individual and dynamic risk assessment prisoners may be able to fully participate in the regime until their adjudication is heard.	Head of Residence & Safety	Completed and ongoing
	Substance misuse				
6.13	Women with drug and/or alcohol problems should have access to a range of psychosocial interventions that are consistent with the assessed needs of the population and are developed in consultation with service users. (1.59)	Accepted	The sub-contracted provider has worked through the Governance of the bespoke psychosocial interventions required by the women's estate and the interventions were put in place. Access to programmes are delivered to both remand and sentenced patients separately, due to the differing needs of the client group. Service users are consulted upon the programme via forums and current provision includes harm reduction, psychoactive substances awareness and medication diversion.	Head of Healthcare	Completed and ongoing
6.14	Opiate substitution regimes should be flexible, and the clinical substance misuse service should be sufficiently resourced to provide individual treatment and support to women during stabilisation. (1.60)	Accepted	Each individual is assessed initially with view to safety and stability during the reception phase. There is always consideration for higher dosage of opiate substitution medication where appropriate and within medicine management guidelines. The recommendations contained within the 'Recovery Pathway' national model for delivery are followed and the provider will liaise with the relevant psychosocial case worker to ensure information / support and early interventions are offered during the stabilisation period. The staffing model and pathway for clinical substance misuse services will be reviewed and commissioners will monitor progress through quarterly contract meetings.	Head of Healthcare	Ongoing
	Staff-prisoner relationships				
6.15	Personal officer work should be developed and should demonstrate staff interacting with women about their personal circumstances and the women's progress towards sentence planning targets and resettlement plans. (2.12)	Accepted	The Personal Officer Policy will be re-published, raising staff's awareness of the importance of the scheme, making it more meaningful. Staff will be briefed about the importance of documenting / reflecting the interactions they have with prisoners within case notes and focus made on resettlement and family ties. A monthly percentage check of entries are made by wing supervising officers and assurance checks of these by wing	Head of Residence & Services	28 February 2017

			managers to be re-introduced to ensure quality / meaningful entries recorded, alternately managed through staff performance and development records.		
	Equality and diversity				
6.16	Equality work should be strengthened through ensuring that responsible staff are made more accountable at the EAT meeting and that the work is subject to external scrutiny. (2.20)	Accepted	All Equality strand work will be managed appropriately through regular Equality meetings. Work will be monitored through specific objectives identified for the strand leads within their normal annual reviews. Support for complex matters will be sought after consultation through regional equality leads and the Equality Rights & Decency Group in NOMS HQ.	Managing Chaplain	28 February 2017
6.17	The prison should be confident the needs of minority groups are being met. Periodic meetings should be held to identify any concerns and ensure appropriate action is taken. The prison should focus particularly on foreign national women. (2.32)	Accepted	HMP Foston Hall is now facilitating more focus groups for minority groups in which to offer support. The establishment is aiming to have several forums set up including: <ul style="list-style-type: none"> • Age (under 21's and over 45's) • Sexual orientation forum (for advice, guidance and sexual wellbeing concerns) HMP Foston Hall is liaising with a charity group experienced in supporting foreign national women. They have offered to help the prison run regular forums to identify pertinent issues facing foreign nationals.	Managing Chaplain	Ongoing
6.18	Pregnant women should remain unlocked during the day to ensure the health and well-being of mother and unborn child and there should be a clear support pathway for women separated from their babies. (2.33)	Accepted	Pregnant women are now unlocked during the core day along with those who are not employed, retired or on rest day. <p>A support strategy plan will be drafted with input from healthcare and residence, including a peer support system from women who have experience of being separated from their babies. This will include antenatal services that healthcare provide. The support available from birthing companions is also being explored.</p>	Head of Residence & Services / Head of Offender Management Unit	30 April 2017
	Complaints				
6.19	Complaint forms should be readily accessible and should be routinely analysed by subject and prison location. This analysis should be used to monitor progress. (2.45)	Accepted	A process will be put in place to analyse all complaints, including confidential access on a monthly basis. This analysis will include wing, area of complaint and complaints against staff including any patterns from previous months. This will then be discussed at the monthly senior management team meeting to monitor and take any necessary actions.	Head of Corporate Services	31 January 2017
	Legal rights				
6.20	On arrival women remanded in custody should be asked about their prospects for bail,	Accepted	Offender Supervisors ask women about Bail whilst conducting the Basic Custody Screening Tool Part 1. If bail reports are required then these will be completed by the correct Offender	Head of Offender Management	31 December 2016

	bail information reports should be prepared in appropriate cases and contact made with legal representatives. (2.49, repeated recommendation 2.55)		Supervisor. The Offender Management Unit will have a slot in the rolling induction programme where the process for bail is explained. This will enable HMP Foston Hall to again ask women about their prospects of bail and give help where necessary.	Unit	
	Health services				
6.21	The prison should identify and address missed appointments and ensure care plans are updated so that health outcomes for women are not compromised. (2.61)	Accepted	A review of 'Did not Attend' (DNA) appointments is being undertaken in the form of a Route Cause Analysis (RCA) exercise by the provider in conjunction with the establishment. This is achieved through engaging and linking in with service user groups and the establishment for a strategic overview. Communication is shared in respect of missed appointments via daily 'Buzz' meetings and the quality surveillance group. Plans will be developed and shared. Commissioners will review via contract management meetings.	Head of Healthcare	Ongoing
6.22	All clinical staff should have regular clinical supervision to enable them to support this complex and vulnerable population effectively. (2.62)	Accepted	Clinical supervision by Care UK falls within a five week rolling rota, supported by multi-discipline team meetings for complex care cases. The provider will develop a formal register of all clinical supervision which will be formalised across all commissioned services and disciplines. Commissioners will monitor this through Clinical Quality Visits and Contract management meetings.	Head of Healthcare	Ongoing
6.23	Women should be able to attend their booked hospital appointments on the scheduled date and time. (2.69)	Accepted Subject to Resources	Healthcare and the Head of Security & Operations work closely to endeavour the timely escorting of prisoners to secondary care hospital appointments. Following a review of reasons for non-attendance, a process is in place to ensure that any scheduled appointment fits with the prisoners needs, i.e. outside legal visits and family visits. An ongoing Red Amber Green (RAG) system is in place and protocol followed to ensure the patient does not breach NHS constitutional targets in respect of two week waits for suspected cancer referrals and 18 weeks for routine secondary care referrals. Work is ongoing to review the process and will be monitored by commissioners ongoing at quarterly contract management meetings.	Head of Healthcare / Governor	Ongoing
6.24	Medicines management procedures should ensure the safe and effective ordering, receipt, storage and supply of all medicines. (2.81)	Accepted	The establishment will cost and approve the funding of equipment to support enhanced confidentiality within the main healthcare department medication administration area and a standard of supervision protocol will be produced for all staff performing supervision of medications. Medication risk assessments have been embedded into the first	Head of Healthcare	Ongoing

			<p>night reception screening process to support early identification of women who are able to commence or continue with their medications in-possession. Local procedures support women having adequately labelled medications or a valid prescription document that is within 31 days of reception.</p> <p>Patient Group Directions are in the process of been uploaded onto the learning system to support nursing staff. Analgesia and some further acute issue medications are available via the minor ailments protocol. Medications for acute pain requirements have been made available overnight with a process for ensuring that this is followed up by a self-referral into the acute sick clinic for the following morning.</p> <p>The Head of healthcare will work closely with the establishment in order to review the medications that are available for women to hold in-possession and prescribers are asked to ensure that the clinical need cannot be met with alternative medications that support women's needs within the regime.</p> <p>CARE UK have commissioned a pharmacist oversight from the pharmacy providers, local negotiations into the implementation of this service are underway.</p> <p>Controlled medication procedures will be reviewed in line with national CARE UK policies as they become ratified through the clinical governance route, these will be identified and progressed through the Quality Assurance committee, which meets every five weeks and via a quarterly medication management focused committee.</p>		
6.25	Mental health service capacity should reflect this particularly needy population and should include offering prompt access to talking therapies and group work. (2.93)	Accepted	<p>The delivery of the newly commissioned six days a week Mental Health Service is in the development stage. The development of appropriate talking therapies such as Anxiety Management has taken place. Commissioners will monitor through Contract management meetings.</p> <p>The Learning disabilities treatment pilot service was fully integrated into the new core healthcare specification.</p>	Head of Healthcare	Ongoing
	Catering				
6.26	Meals should be served as advertised and the weekend evening meal at an appropriate time. (2.100)	Accepted	<p>Wing staff reminded weekend sandwiches (evening meal) must be stored in the servery fridges provided and issued at the time advertised and not when delivered. Servery workers will be informed of this process and not to issue earlier.</p>	Head of Residence & Services	31 January 2017

			<p>A new fridge will be ordered for F Wing, to store sandwiches prior to issue and managers will be briefed to monitor this.</p> <p>Once this process is embedded, feedback from prisoners will be provided.</p>		
6.27	Women should be able to cater for themselves. (2.101)	Accepted Subject to Resources	A custodial manager will explore options and locations to see if and how this can be developed for prisoners to learn valuable life skills, once this has been explored funding will be looked into.	Head of Residence & Services	28 February 2017
	Time out of cell				
6.28	Women who are willing to participate in activities, but for whom there are no places available, should be unlocked during core day activity periods. (3.4)	Accepted	Women who are not employed due lack of availability of work spaces are now unlocked, also for those who are pregnant/retired and on rest day.	Head of Residence & Services	Completed
6.29	All women should be able to exercise in the open air for one hour a day. (3.5)	Accepted	<p>Staff will be reminded to document this within the wing daily diaries so managers can monitor this to ensure time in the fresh air is offered daily.</p> <p>Allocated exercise time periods will be introduced when publishing the regime management plan reviewed document and revisited core day that is in currently in the process of being reviewed.</p> <p>To avoid exercise being curtailed when the escort vans arrive the introduction of allocated exercise slots in the morning when minimal traffic arrives into the compound on remand. Exercise in another location at the other side of Remand is being considered for PM/evening exercise time slots when vans have to come in the establishment.</p>	Head of Residence & Services	31 January 2017
	Learning and skills and work activities				
6.30	Prison managers should gather and analyse data on the outcomes of different groups of prisoners in every area of purposeful activity, to ensure that none are disadvantaged and to challenge internal and external delivery partners effectively.	Accepted	Data is available that gives information on all groups (age, learning difficulty or disability, ethnicity, under 21's, etc). Their participation and success in education and other areas of purposeful activity. This will be included in the next prison Self-Assessment Report.	Head of Reducing Re- Offending	31 January 2017

	(3.11)				
6.31	Prison managers should ensure the observation of teaching and learning focuses sufficiently on learners' progress and achievements in learning sessions and that disruptions are kept to a minimum. (3.12)	Accepted	<p>The change in the lesson plan observation policy will ensure that the impact of learning is focussed on learner progress and achievement.</p> <p>Education is prioritised at the sequencing board and an annual planner of classes is maintained by the education managers.</p> <p>Disruptions can still be an issue. Changes to dispensing medication has helped and so has placing women who are on courses on hold.</p> <p>However, population pressures in the female estate has resulted in transfer out of women on education.</p>	Head of Reducing Re-Offending	31 January 2017
6.32	The new business administration course should be evaluated to ensure it provides learners with appropriate IT skills that can be transferred to the workplace. (3.18)	Accepted	<p>The new business administration course is deemed to be sufficient. However, learner feedback and observation of teaching and learning (OTL) will be required to confirm.</p> <p>Research by the Head of learning Skills and learner feedback indicates that the IT content is sufficient and transferrable to the workplace.</p>	Head of Reducing Re-Offending	31 January 2017
6.33	Learners in the textiles workshop should have the opportunity to achieve a vocationally recognised qualification. (3.19)	Accepted	The textile instructor has completed assessor training for the AQA unit award scheme and women enrolled to complete textile unit awards.	Head of Reducing Re-Offending	31 January 2017
6.34	College managers should ensure that additional learning support is gradually withdrawn to enable prisoners to become independent learners. (3.26)	Accepted	The additional learning support instructor uses a timeline of independence with all learners to highlight the areas they are now able to do independently.	Head of Reducing Re-Offending	Completed
6.35	All staff should be made aware of the need to promote English and mathematics in a vocational context to help develop prisoners' employability skills. (3.27)	Accepted	The Head of Learning Skills and Education Manager will devise a strategy to progress this.	Head of Reducing Re-Offending	31 March 2017
6.36	Provision to help prisoners develop a positive body image should be developed further. (3.32)	Accepted	Positive body image is being embedded in all education classes and non-OLASS provision (e.g. Healthy Living Level 1 qualification also promotes this).	Head of Reducing Re-Offending	31 March 2017
6.37	College managers should	Accepted	All individual learning plans are to include targets that are	Head of	31 January 2017

	ensure that target setting is consistently good and that all learners know how they might improve or where they can receive help and support to achieve their individual targets. (3.33)		individual, SMART and include actions that indicate how the targets can be achieved, will also include soft skill targets and be linked to the sequencing journey.	Reducing Re-Offending	
6.38	Prison managers should ensure that learners' achievement rates on all courses are high and that all learners develop good English and maths skills and apply them well in education, vocational and work contexts. (3.38)	Accepted	Achievement rates on all courses are in excess of 90%. Mathematics and English skills are to be applied and developed in all areas of activity and work. The Head of Learning Skills and Education Manager will devise a strategy to progress this.	Head of Reducing Re-Offending	31 March 2017
6.39	Prison managers should regularly canvass feedback from the prisoner population to ensure the stock and resources meet their needs. They should also analyse data regularly and encourage attendance at the library. (3.43)	Accepted	The library will have a slot on the induction programme and a survey will be conducted to determine the reasons for poor attendance and identify appropriateness of stock and resources. The library orderlies will be tasked with completing this.	Head of Reducing Re-Offending	31 January 2017
	Physical education and healthy living				
6.40	Prison managers should use data to inform decision-making and take action to encourage all groups of prisoners to attend physical education, including minimising regime restrictions to access. (3.48)	Accepted	The timetable is all-inclusive and provides access to all groups of women. An additional storage building is under construction and near completion. Annual surveys are conducted (the last was conducted in May 2016). The team continues to develop additional ways to encourage participation.	Head of Reducing Re-Offending	31 January 2017
6.41	Accredited gym qualifications should be introduced. (3.49)	Accepted	The Level 1 Wellbeing course has been launched,	Head of Reducing Re-Offending	Completed
	Strategic management of resettlement				

6.42	A clear strategy for reducing reoffending should be established; it should be based on an up to- date needs assessment and current commissioning strategies. (4.4)	Accepted	A needs analysis has been completed by the reducing reoffending offending team. The additional needs analysis surveys by the substance misuse team and healthcare will be incorporated once completed.	Head of Reducing Re-Offending	31 January 2017
6.43	CRC staff should be able to interview women in a private space with access to a phone and computer. (4.5)	Accepted	A new resettlement hub has now been introduced and provides access to these requirements for CRC staff and other providers of resettlement services. Additionally, the CRC has retained its own small office with access to these requirements in the Offender Management Unit	Head of Reducing Re-Offending	Completed
6.44	Release on temporary licence should be used to support resettlement planning for eligible women who pass the risk assessment. (4.6)	Accepted	<p>Release on temporary licence (ROTL) has been progressed for one woman so far, and it was used in order to support her resettlement and transition back to work.</p> <p>Women are actively approached to apply for ROTL, and the opportunities on offer to them are explained. This can be evidenced as every woman eligible for ROTL was contacted and asked to apply.</p> <p>Offender Supervisors are aware of ROTL and are routinely including this as a target on the Sentence Planning document. ROTL and the process will be explained to all women upon induction.</p>	Head of Offender Management Unit	31 December 2016
	Offender management and planning				
6.45	OASys assessments should be completed on time. (4.13)	Accepted	OASys Assessments are now completed on time in the majority of cases, of those few outstanding new staff have been recruited and this should improve.	Head of Offender Management Unit	31 March 2017
6.46	Home detention curfew decisions should be taken in time for women to be released on their eligibility date or (at worst) before the last possible date. (4.14)	Accepted	<p>Home detention curfew (HDC) Boards take place as and when required to speed up the process, the paperwork is to be signed off by the Deputy Governor.</p> <p>HDC decisions are less risk averse, resulting in more women are released on HDC, and far fewer are rejected.</p> <p>HDC1 forms were not being completed routinely by women, so now a peer mentor is used in order to deliver these forms and encourage women to fill them out.</p> <p>There is now an escalation process for situations where no reply</p>	Head of Offender Management Unit	31 March 2017

			is received from the offender manager.		
6.47	MAPPA management levels should be confirmed six months prior to release. (4.19)	Accepted	The Inter-Departmental Risk Management Team meeting (IRMT) now ensures that Offender Supervisors are contacting offender managers at least six months prior to release, to ensure that MAPPA levels are confirmed.	Head of Offender Management Unit	Completed
6.48	Women should have an opportunity to contribute to decisions about their categorisation and allocation. (4.24)	Accepted	Offender Supervisors now complete RC3 forms for Re-categorisation and beforehand are expected to speak to the prisoner to gain their views. Contribution forms will be developed to ensure that all women are asked for their input, so that the prison has a record of this.	Head of Offender Management Unit	31 January 2017
6.49	Subject to risk assessment, women serving indeterminate or very long sentences should be able to develop independent living skills. (4.29)	Accepted	Where possible, these women will be targeted for ROTL to develop their living skills. Work will be undertaken with reducing reoffending and Milton Keynes College to see what HMP & YOI Foston Hall can offer these women through ways of cooking/life skills courses.	Head of Offender Management Unit	30 June 2017
	Reintegration planning				
6.50	Women should receive a copy of their resettlement plan. (4.31)	Accepted	Resettlement plan reviews are completed. Then assurance checks will be carried out by the Community Engagement Manager (CEM). All women receive a copy of their OASys document.	Head of Offender Management Unit / Head of Reducing Re-Offending	Completed
6.51	Sufficient visit spaces should be available to ensure all women can get an initial visit within one week and primary carers within 48 hours. (4.38)	Accepted	To increase access for the prisons women's initial visits, two spaces are now reserved on each domestic visits session purely for reception visits. This allows access for the reception parcel that first visitors are able to bring in. In addition a potential increase in the number of domestic visits, sessions available will be considered at the forthcoming profile review.	Head of Security and Operations	31 January 2017
6.52	Staff should be aware of what to look out for to identify women who might have been trafficked, and how to refer them to the national referral mechanism. (4.43)	Accepted	A comprehensive Human Trafficking Policy has been written and is available to all staff. Further training needs to be given to ensure that staff are aware of the mechanism for referral.	Head of Offender Management Unit	31 January 2017
6.53	Prison managers should improve their collection of data on women's destinations after release and use it to measure and improve the effectiveness	Accepted	HMP & YOI Foston Hall now have a process for this information will be gathered and recorded on NDelius and Prison NOMIS and kept on a spreadsheet. Assurance checks will be carried out	Head of Reducing Re-Offending	Completed

	of the provision for all released prisoners. (4.50)		by CEM.		
6.54	Prison managers should ensure that all prisoners use the virtual campus to prepare them for progression to employment and training. (4.51)	Accepted	<p>The Virtual Campus (VC) is now up and running in the Library. Newly appointed VC mentors have recently created a directory of resources available on VC. Copies are available in the resettlement hub and via the prisoner information desk orderlies on the residential units. Resettlement service providers have been briefed about using this resource with the women. Additional VC terminals are to be installed in the resettlement hub.</p> <p>A resettlement course will be introduced and the use of VC will form a big part of this.</p>	Head of Reducing Re-Offending	31 March 2017

<i>Recommendations</i>		<i>Housekeeping Points</i>	
Accepted	51	Accepted	0
Accepted Subject to Resources /Partially Accepted	2	Accepted Subject to Resources /Partially Accepted	0
Rejected	1	Rejected	0
Total	54	Total	0