



HM Prison &  
Probation Service

Action Plan: HMP Kirklevington Grange

Action Plan Submitted: 23<sup>rd</sup> December 2024

A Response to the HMIP Inspection: 2<sup>nd</sup> – 12<sup>th</sup> September 2024

Report Published: 2<sup>nd</sup> December 2024

## INTRODUCTION

HM Inspectorate of Prisons (HMIP) and HM Inspectorate of Probation for England and Wales are independent inspectorates which provide scrutiny of the conditions for, and treatment of prisoners and offenders. They report their findings for prisons, Young Offender Institutions, and effectiveness of the work of probation, and youth offending services across England and Wales to Ministry of Justice (MoJ) and His Majesty's Prison and Probation Service (HMPPS). In response to the report HMPPS / MoJ are required to draft a robust and timely action plan to address the priority and key concerns. Action plans provide specific steps and actions to address the priority and key concerns, that are clear, outcome focussed, measurable, achievable, and relevant with the owner and timescale of each step clearly identified. Action plans are sent to HMIP and published on the GOV.UK website. Progress against the implementation and delivery of the action plans will also be monitored and reported on.



ACTION PLAN: HMIP REPORT

ESTABLISHMENT: HMP Kirklevington Grange

1. Rec No	2. Concerns	3. Response Action Taken/Planned	4. Responsible Owner	5. Target Date
	<b><u>Priority concerns</u></b>			
1	<b>Prisoners were routinely strip searched on entry to the transition (segregation) cells and were isolated there without normal segregation safeguards.</b>	<p>The Transition room guidance document has been updated to clearly reflect the level of search required for those located in the transition room. A full search will only be conducted following a risk assessment where it is believed there may be a threat of harm to self or others.</p> <p>A support log will be introduced which provides similar details to the Segregation OT013 Algorithm to ensure safeguarding measures are met.</p>	Governor	Complete
2	<b>Some parts of the prison were run down, and cleaning was variable. Older wings were cramped, communal showers and toilets were in poor condition, and the very limited self-cook facilities were in shabby communal areas and often dirty.</b>	<p>HMP Kirklevington Grange has appointed a Band 4 Supervising Officer to focus on decency, cleaning and to drive up standards. Progress pathways will be embedded fully to Utilise Way2Learn and other training opportunities to prepare prisoners for work.</p> <p>The project to replace the flooring in prisoner accommodation within the establishment has been completed, and a deep clean of shower areas has been carried out by an external contracting team.</p> <p>HMP Kirklevington Grange is expanding the range of self-cook facilities, ensuring all kitchens contain a microwave, air-fryer, slow cooker and toaster.</p>	Governor	Complete



3	<p><b>There were shortcomings in risk management of release on temporary licence (ROTL): standard ROTL boards were not consistently thorough, and prison staff did not complete community spot checks.</b></p>	<p>The Head of Offender Management Services and Head of Offender Management Delivery have worked together to identify training needs across the OMU department.</p> <p>Individual training needs will be met by a combination of e-learning and group workshops – providing an opportunity for staff to upskill and share best practice.</p> <p>Each risk assessment is approved by a senior manager and any areas of improvement will be addressed before the risk assessment is signed. Feedback will be provided to staff for development purposes.</p> <p>OMU ROTL checks will be increased in line with the ROTL policy Framework, taking into consideration the prison’s regime management plan and staffing profile.</p>	Governor	March 2025
	<p><b><u>Key Concerns</u></b></p>			
4	<p><b>Oversight of the use of force was not robust enough and did not always identify or address poor practice</b></p>	<p>A Custodial Manager is now responsible for the oversight of Use of Force (UOF) and will thoroughly review all incidents of force. They will also ensure that a scrutiny panel is convened, where each incident is examined in detail.</p> <p>We have implemented comprehensive systems including reviewing of documentation and video evidence, supported by the scrutiny panel to address and rectify any identified poor practices. All incidents of Use of Force will be reviewed by a scrutiny panel within 7 days of the incident.</p> <p>Actions arising from the scrutiny panel are systematically addressed, with outcomes shared during the Use of Force meeting to maintain transparency and accountability. These</p>	Governor	Complete



		measures ensure that the oversight of Use of Force is both rigorous and effective.		
5	<b>The imposing external and internal fences were inappropriate for an open prison.</b>	As part of the Rapid Development Cells Project HMP Kirklevington Grange plan to remove some of the internal fences but is unable to remove the external fence.	Governor	January 2026
6	<b>Illicit drug use was increasing, but the flow of intelligence was limited, and there were few actions arising from the poorly attended drug strategy meetings.</b>	<p>A full review of Drug strategy meeting Terms of reference will be carried out, and the importance of attendance and participation will be highlighted to key contributors from the establishment and other partners with an emphasis on the potential impact these improvements will have. Attendees will be required to send a representative if they are unable to attend.</p> <p>A review and update of the meeting agenda will be completed to support local strategic planning to reduce drug misuse at HMP Kirklevington Grange. By developing clear, actionable plans during meetings the establishment will ensure that strategies are implemented effectively. Meetings will be recorded efficiently, listing all actions clearly along with deadlines and any specific instructions. All actions will include the name of the person responsible, the task, due date and progress against actions will be discussed in subsequent meetings. All completed actions will be acknowledged and recorded to reinforces accountability.</p>	Governor	March 2025



7	<b>There was a lack of regular and meaningful consultation to identify and address diverse needs and potential discrimination.</b>	<p>A dedicated meeting with Black and Minority Ethnic groups has been introduced to ensure regular and meaningful consultation aimed at identifying and addressing diverse needs and potential discrimination. In addition, these discussions are now a standing agenda item in our monthly Prisoner Consultative Committee, providing further opportunities for engagement and feedback.</p> <p>To strengthen our approach, HMP Kirklevington Grange has also employed a Prisoner Diversity and Inclusion Champions who actively participate in the bi-monthly Diversity and Inclusion meetings. These measures ensure that diverse voices are heard and that proactive steps are taken to address any concerns effectively.</p>	Governor	Complete
8	<b>Prisoners in cleaning roles were underoccupied, generally working only three hours a day.</b>	<p>The Head of Residence has worked closely with the Head of Education, Skills and Work to increase working hours for prisoner cleaners.</p> <p>Progress pathways will be embedded fully to Utilise Way2Learn and other training opportunities to prepare prisoners for work.</p>	Governor	Complete
9	<b>Education, skills and work staff did not provide sufficient information and support to develop prisoners' understanding of modern life.</b>	<p>The Head of Education, Skills and Work will work closely with the partners at Kirklevington Grange to ensure that Fundamental British Values sessions increase its profile within the Prison to tackle radicalisation. Our British Values/Employment Values sessions will be embedded fully, and impact evaluated through prisoner voice.</p>	Governor	March 2025
10	<b>The quality of OASys (offender assessment system) assessments completed by prison</b>	<p>The Head of Offender Management Delivery will continue to provide 1:1 feedback to individual Prison Offender Manager's on</p>	Governor	December 2025



	<b>offender managers were not of a consistently good standard.</b>	each OASys completed as well as identifying and addressing any key areas with the team as part of our regular development days.		
11	<b>A relatively high number of prisoners were returned to closed conditions, and documentation to authorise this did not always show defensible decision-making.</b>	The Head of Offender Management Services is supporting a national review of prisoners returned to closed conditions which is being led by the Head of the Open Estate. Information from this review will feed into a local action plan if any areas for improvement are identified.	Governor	March 2025

