

## Chaplaincy

### When to use this procedure

This procedure explains the processes relating to the role of the Chaplain within a Juvenile Justice Centre, employee referrals and links to Centre employees.

### Before using this procedure

First time using this procedure? See and understand:

- Chaplains Service Delivery Information Resource

### Start using this procedure

### Your responsibilities

Find your role. Find what you need to do.

Role	When required	Responsibilities
Chaplain	Always	Chaplain <a href="#">steps</a>
All employee	Always	All employee <a href="#">steps</a>
Assistant Manager (CS)	Always	Assistant Manager (CS) <a href="#">steps</a>
Centre Manager	Always	Centre Manager <a href="#">steps</a>

The Children (Detention Centres) Act 1987 Part 1 (3) Definitions, defines a Centre Manager of a detention centre as meaning 'the person for the time being in charge of the centre'.

### Procedural steps

Role	Responsibilities
Chaplain	<p><b>Note:</b> Chaplains are not required or permitted to supervise young people and must never place themselves, or allow themselves to be in the position of supervising young people.</p> <ol style="list-style-type: none"><li>1. <b>Provide</b> pastoral care to young people and employees.</li><li>2. <b>Check</b> and facilitate provision of religious, spiritual and pastoral services to young people from non-Christian/Christian backgrounds.</li><li>3. <b>Inform, facilitate and encourage</b> young people to observe significant religious fasts, feasts and festivals (e.g. Ramadan).</li><li>4. <b>Provide</b> information to and be a resource for juvenile justice centres regarding diversity of religious/cultural expressions and</li></ol>

practices existent among young people in custody.

5. **Be available** for consultation by young people, their families and employees of juvenile justice centres.
6. **Assist** in development and community integration of young people in custody.
7. **Guide** and assist employees to provide greater and more informed support to young people on matters of religious and pastoral care.
8. **Advertise** Chaplaincy Services throughout the centre, using the GroupWise email system.

#### **Chaplain's links with other areas/centre employees**

1. **Provide** information to Centre Manager or Assistant Manager about young person's individual needs.
2. **Recommend** strategies to best support young people while in custody.

#### **Casework/records**

1. [REDACTED]
2. **Provide** advice to the CSM on a young person's needs.
3. **Provide** pastoral care and support as part of the case plan
4. **Maintain** records of young people's religious affiliations.
5. [REDACTED]

#### **Programs/Employee Training**

1. **Engage** in programming for identified needs of young people and employees in consultation with centre employees.
2. **Liaise** with program employees to schedule chaplaincy related programs into the program schedule

#### **Access to centres**

The chaplain has the right of access to the nominated centre at all reasonable times following induction and liaison with the Centre Manager.

1. **Attend** and participate in centre induction as directed by Centre Manager.
2. **Sign** the centre Visitors Book whenever he/she enters or leaves the centre as part of agency safety and security procedures.
3. [REDACTED]
4. [REDACTED]

#### **Accompanying visitors**

1. **Consult** with and **provide** the Centre Manager of details of any accompanying visitors at least two weeks in advance.
2. **Provide** the Centre Manager with proof of Working with

	<p>Children Checks for regular visitors.</p> <p>3. <b>Ensure</b> that <u>occasional</u> visitor/s is/are not left alone with a young person and the Centre Manager has given prior approval for the visit. (Occasional visitors are defined as visiting no more than three times in a calendar year).</p> <p><b>Pastoral assistants – Aboriginal focus</b></p> <p>1. <b>Determine</b> with the Centre Manager the nature and scope of the Pastoral Assistants – Aboriginal Focus Scheme and the details of its operation within a particular centre.</p> <p>2. <b>Ensure</b> wherever possible, Pastoral Assistants delivering the Aboriginal Focus Scheme are Aboriginal.</p> <p>3. <b>Review</b> every six months any arrangement where a non-indigenous Assistant is approved to be engaged, with a view to securing an indigenous Pastoral Assistant wherever possible.</p> <p>4. <b>Check</b> Pastoral Assistants have completed and presented Working with Children Checks.</p> <p><b>Visiting another Centre</b></p> <p>1. <b>Liase</b> with the centre chaplain at the centre they wish to visit and seek approval for the visit from the centre Manager.</p> <p><b>External contact and support for young people</b></p> <p>1. <b>Inform</b> Centre Manager of any court support provided to young people.</p> <p>2. <b>Inform</b> Centre Manager of any contact made with a young person's family.</p> <p>3. <b>Inform</b> the Centre Manager if maintaining contact with former clients.</p> <p>4. <b>Ensure</b> that if there is to be an ongoing pastoral relationship with a young person, for example as a member of a congregation, a record is created when the young person left the centre. The record would be updated only if the young person returned to Juvenile Justice.</p> <p><b>Resolution of issues</b></p> <p>1. <b>Resolve</b> issues in the first instance with the Centre Manager</p> <p>2. <b>Refer</b> issues that cannot be resolved with the Centre Manager to the Chaplaincy Coordinator.</p> <p><b>Note:</b> If the issue cannot be resolved then the Chaplaincy Coordinator will raise the matter with the Director, Office of the Chief Executive.</p>
<p><b>All employees</b></p>	<p>1. <b>Seek</b> advice and assistance of Chaplains to provide optimum support to young people and employees.</p> <p>2. <b>Seek</b> assistance and guidance of Chaplain in development, implementation and review of relevant young person's programs where required.</p> <p>3. <b>Seek</b> advice of Chaplain regarding appropriate support strategies and management of young people experiencing issues about which Chaplain has specialist knowledge.</p> <p>4. <b>Request</b> and use Chaplain to address specific young person's</p>

	<p>issues identified in assessment and counselling.</p> <p><b>Referrals to Chaplain</b></p> <ol style="list-style-type: none"> <li>1. <b>Make</b> referrals in-person when Chaplain visits centre or by phone, or</li> <li>2. <b>Make</b> referrals via caseworkers using assessments, case planning and review sessions, and case conferences and discussions.</li> <li>3. <b>Contact</b> Chaplains to assess appropriateness of religious reading materials being brought into Centre by religious groups/representatives.</li> <li>4. <b>Contact</b> Chaplain if unsure of what constitutes special diets in religious observances/any other issue you're unsure of concerning young people and religious matters.</li> </ol>
<p><b>Assistant Manager (CS)</b></p>	<ol style="list-style-type: none"> <li>1. <b>Ensure</b> Chaplain is considered as a referral option for identifying and addressing individual young person's needs.</li> <li>2. <b>Notify</b> Chaplain of upcoming young person case conferences.</li> <li>3. <b>Check</b> Chaplain(s) phone contact numbers are available at centre and accessible to all employees.</li> <li>4. <b>Review</b> all information provided or requested from Chaplains, [REDACTED]</li> <li>5. <b>Invite</b> Chaplains to participate in critical incident debriefs where appropriate.</li> <li>6. [REDACTED]</li> <li>7. [REDACTED]</li> <li>8. [REDACTED]</li> </ol>
<p><b>Centre Managers</b></p>	<ol style="list-style-type: none"> <li>1. <b>Encourage</b> centre employees to facilitate a young person's access to religious ministry and spiritual supports.</li> <li>2. <b>Provide</b> adequate support / supervision for chaplaincy programs.</li> <li>3. <b>Provide</b> adequate working space, furniture, computer and office equipment.</li> <li>4. <b>Provide</b> designated areas for religious services that are suitable for the purpose.</li> <li>5. <b>Upon</b> request, provide the Chaplain with the name of each young person at the centre as well as the young person's religious denomination if known.</li> <li>6. <b>Check</b> young people have reasonable access to chaplaincy services.</li> <li>7. <b>Assist</b> the Chaplain in promoting chaplaincy services within the centre.</li> <li>8. <b>Invite</b> the Chaplain to assist with the induction of new employees within the centre.</li> <li>9. <b>Advise</b> the Chaplain of any relevant training courses to be offered to agency employees.</li> <li>10. <b>Provide</b> full induction to the centre which includes:             <ul style="list-style-type: none"> <li>• access times and arrangements for planning access in normal circumstances;</li> <li>• familiarisation with designated areas for services and</li> </ul> </li> </ol>

	<p>interviews;</p> <ul style="list-style-type: none"> <li>• provision of suitable and adequate office space, furniture and equipment;</li> <li>• provision of suitable access to a computer. Note: in cases where Chaplains attend on two or more days a week the aim should be to provide a dedicated workstation with a computer;</li> <li>• an opportunity for the Chaplain to ask questions and clarify any aspects of the arrangements.</li> <li>• centre-specific information, including OHS induction, emergency evacuation and security information and code of conduct.</li> </ul> <p>11. [REDACTED]</p> <p>12. <b>Verify</b> the hours allocated by the Chaplain to service delivery by signing the verification form.</p> <p>13. <b>Establish</b> a suitable arrangement for liaison and communication with Chaplains which may include regular meetings.</p> <p>14. <b>Monitor</b> the Chaplain's adherence to the Juvenile Justice Code of Conduct and other agency policies and procedures.</p> <p>15. <b>Report</b> any concerns that cannot be resolved between the Centre Manager and the Chaplain to the Chaplaincy Coordinator in the first instance.</p> <p>16. <b>Report</b> any concerns about reportable conduct through normal channels.</p> <p>17. <b>Consult</b> with Chaplain to determine the nature and scope of the Pastoral Assistants – Aboriginal Focus Scheme and the details of its operation within a particular centre in consultation with the chaplain.</p>
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## Legislation

Children (Detention Centres) Regulation 2015

## Resources:

- Memorandum of Understanding between Juvenile Justice NSW and Civil Chaplaincies Advisory Committee (2013)
18. Chaplains Service Delivery Information Resource

## Change log

Date	Reason for change	Details of change
February 2019	Review and update in line with delegation advice from OGC if	To bring JJNSW operational procedure and policy 'delegations' and 'authorisations'

Chaplaincy Procedure February 2019

	required.	in line with legislative requirements of the Children (Detention Centres) Act 1987 and Children (Detention Centres) Regs 2015
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