

## Room Sharing Risk Assessment Procedure

### ***When to use this procedure***

Use this procedure when:

- considering if a young person is suitable to share a room
- concerns/issues are raised about a young person's suitability to share a room
- identifying additional strategies to monitor a young person sharing a room.

### ***Before using this procedure***

If you have not used this procedure before you must understand:

**Important!** Young person's eligibility to share a room:

[Redacted content]

### ***Start using this procedure***

#### **Your responsibilities**

Find your role in the table below and see when and what responsibilities you are required to perform.

Role	When required	Responsibilities
Youth Officers	Always	Youth Officer <a href="#">steps</a>
Shift Supervisor	In the absence unit/duty manager	Duty Manager <a href="#">steps</a>
Unit Manager	Always In the absence of the Duty Manager	Unit Manager <a href="#">steps</a> Duty Manager <a href="#">steps</a>
Duty Manager	Always	Duty Manager <a href="#">steps</a>
Assistant Manager (CS)	Always	Assistant Manager (CS) <a href="#">steps</a>
Centre Manager (Role)	Always	Centre Manager <a href="#">steps</a>

### Procedural steps

**Note:** The term 'Unit supervisor' refers to an employee who is in charge of the unit at the time, which includes a Unit Manager, Assistant Unit Manager or Shift Supervisor.

Role	Responsibilities
<b>Youth Officers</b>	<b>Monitoring young person room sharing</b> <ul style="list-style-type: none"><li>■ [Redacted]</li><li>■ [Redacted]</li></ul>
<b>Unit Manager</b>	<b>Assessment and monitoring</b> <ul style="list-style-type: none"><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li><li>■ [Redacted]</li></ul>

Role	Responsibilities
<p><b>Duty Manager</b></p>	<p><b>Conducting a room sharing Assessment</b></p> <ul style="list-style-type: none"> <li>■ [Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> </ul> <p><u>If young person is determined suitable:</u></p> <ul style="list-style-type: none"> <li>■ [Redacted] <ul style="list-style-type: none"> <li>■ [Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> </ul> </li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> </ul> <p><u>If young person is not suitable:</u></p> <ul style="list-style-type: none"> <li>■ [Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> </ul>

Role	Responsibilities
<b>Assistant Manager (CS)</b>	<b>Deciding suitability</b> <ul style="list-style-type: none"> <li>■ [Redacted]</li> <li>■ [Redacted]</li> </ul>
<b>Centre Manager (Role)</b>	<b>Room sharing risk assessment</b> <ul style="list-style-type: none"> <li>■ [Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>[Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> <li>■ [Redacted]</li> </ul>

**References**

**Related procedures**

- Risk Assessment Procedure

[Redacted]

- [Redacted]

**Change log**

Date	Reason for change	Details of change
03 / 01/ 2017	Review of young person eligibility	[Redacted]
09 /07/ 2019	Change in approval level	[Redacted]