

Segregation Procedure

When to use this procedure

Use this procedure when a young person poses an immediate risk of danger to themselves or others. Segregation is for the safety and protection of young people and employees. A young person may be segregated only when there is an immediate and unacceptable danger or risk of harm.

Before using this procedure

Is this your first time using this procedure? See and understand:

- Duty of care
- Rules for segregation
- [REDACTED]

Delegations for the approval of Segregation

Centre Manager (the person for the time being in charge of the centre	up to 3hours
Director Custodial Operations	Exceeding 3 hours

Start using this procedure

Your responsibilities

Find your role. Find what you need to do.

Role	When required	Responsibilities
Youth Officer	Always	Youth Officer <i>steps</i>
Unit Supervisor	Always	Unit Manager <i>steps</i>
Shift Supervisor	In the absence of, or as directed by Unit Manager As the person in charge of the centre at the time, in the absence and as directed by the Centre Manager	Unit Manager <i>steps</i> Centre Manager <i>steps</i>
Duty Manager	Always As the person in charge of the centre at the time, in the absence and as directed by the Centre Manager	Duty Manager <i>steps</i> Unit manager <i>steps</i> Centre Manager <i>steps</i>
Assistant Manager	Always As the person in charge of the centre at the time, in the absence and as directed by the Centre Manager	Assistant Manager (G) <i>steps</i> Centre Manager <i>steps</i>
Centre Manager	Always	Centre Manager <i>steps</i>
Director Custodial Operations; Or (Weekend on-call Duty Director)	Always	Director Custodial Operations

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'

The term 'Unit Supervisor' refers to the employee member who is in charge of the Unit at the time, which includes a Unit Manager, Assistant Unit Manager or Shift Supervisor.

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

To extend segregation period

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

If segregation period is likely to exceed 3 hours

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

Following Segregation

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

[Redacted]

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

- █ [Redacted]

[Redacted text block]

**Duty Manager,
Team Leader
Court Operations**

[Redacted text block]

Centre Manager

[Redacted text block]

If segregation period is likely to exceed 3 hours

[Redacted text block]

	<p>[REDACTED]</p> <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>Director Custodial Operations or (Weekend on-call: Duty Director</p>	<p>Approving continuation of segregation over 3 hours</p> <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED]

Related Procedures

- Detainee Risk Management Plans (DRMP)
- Incentive Scheme
- Misbehaviour
- Use of Force

Related policy

- Misbehaviour Policy
- Use of Force, Instruments of Restraint & Protective Equipment.
- YJNSW Policy of Applying Powers and Responsibilities under the Children (Detention Centres) Act and Regulations

Resources

- Rules for Segregation
- Reference guide- Separation & Separation

Related Legislation

- CHILDREN (DETENTION CENTRES) ACT 1987
- CHILDREN (DETENTION CENTRES) REGULATION 2010

Change log

Date	Reason for change	Details of change
1 September 2009	All Juvenile Justice Centre Procedures have been changed to reflect the staffing restructure within Juvenile Justice Centres.	The position of Unit Coordinator has been deleted and replaced with Shift Supervisor or Assistant Unit Manager.
16 February 2010	Instruments of Delegation (02.02.10)	Amendments in delegation for approving officers

13 September 2010	review and amendments to simplify procedure	Re-wording for clarification between when to use Separation and Segregation. Issued a single Detainee Risk Management Plan for use with all segregation over 24hours.
13 September 2010	Instruments of Delegation	Amendments in delegation for approving officers
30 July 2012	removed DRMP from Segregation procedure	updated Segregation procedure. Created new DRMP procedure
27 September 2012	corrected Segregation procedure to comply with legislation	Initial Segregation up to three (3) hours must be approved by centre manager or most senior officer on-site.
4 October 2013		
10 December 2013	Notification to NSW Ombudsman when Segregation approved to extend beyond 24 hours	Procedure updated, notify Ombudsman and initiate DRMP when Segregation reaches 24 hours.
December 2014	Feedback from Centre Managers Meeting	Terminology clarified as in response to Risk or Event
June 2017	False notifications sent to Ombudsman	Additional direction provided regarding accurate recording of segregation
February 2019	Legislative delegation changes for approval of Segregation.	Centre Manager – up to 3 hours Regional Director – Exceeding 3 hours
1 July 2019	Changes to Executive structure influenced legislative delegation changes for approval of segregation. Change of Division name to Youth Justice NSW.	Centre Manager – up to 3 hours Director CO – Exceeding 3 hours
4 August 2021	Updated procedure to provide direction and instruction in relation to the practice of segregation of young people in custody, based on recommendations made in the <i>Internal Audit Report – Juvenile Justice: Records Management for Detainees (2019)</i> .	Fulfilled recommendation to provide greater evidence to support that appropriate verbal approval was obtained prior to placing a young person in segregation