

Supervision of Young People in Custody

Essential Summary:

Audience

- Supervising Employees - All Youth Justice NSW (YJNSW) employees, regardless of their position who will be, at some time, supervising and /or observing young people.
- Unit Supervisor - refers to the person in charge of the unit at the time and includes the Unit Manager or Shift Supervisor.
- Assistant Manager (allocated)

When to use this procedure:

Use this procedure to understand employee roles and responsibilities for the supervision of young people at all times.

Young people must always be continually supervised, except for those times when local routines/processes specify room checks of no more than twenty-minute intervals are permitted.

[Redacted]

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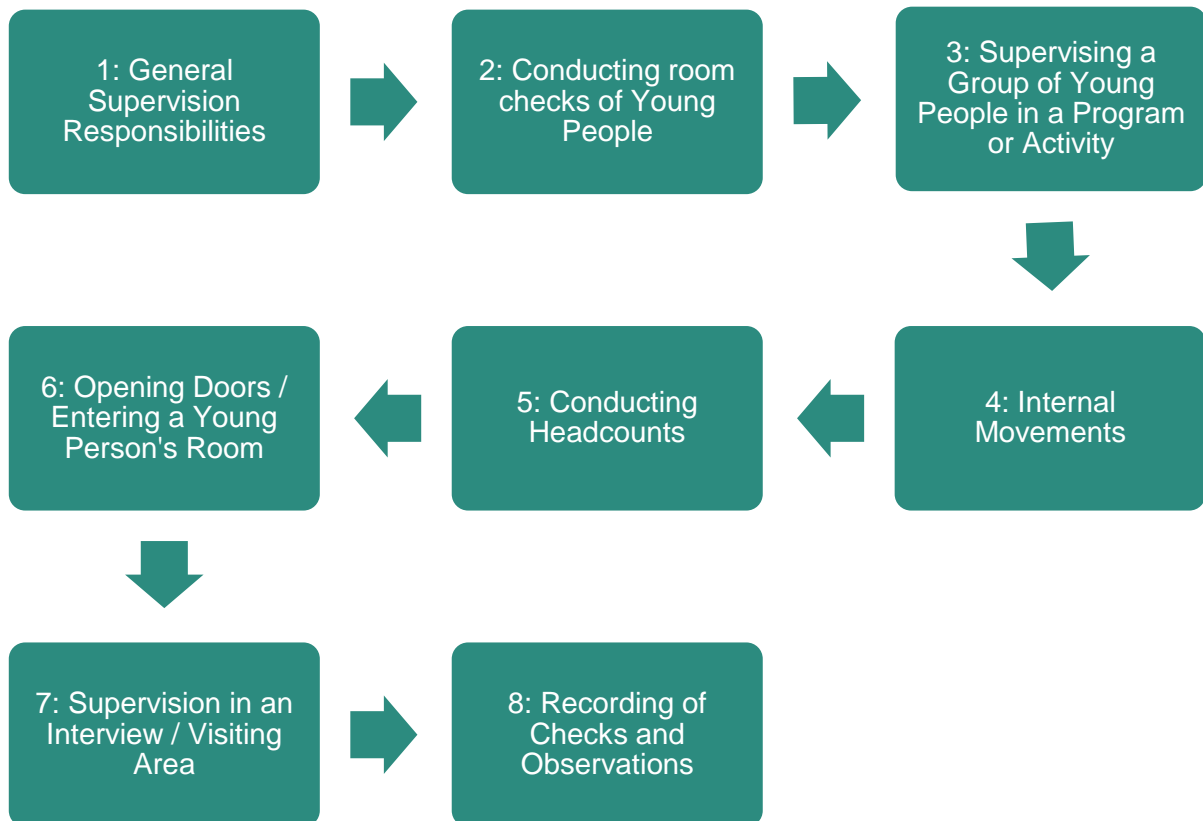
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DOCUMENT DETAILS	
Version:	0.1
Policy Reference:	[Redacted]
Maintained by:	Operations Unit
Status:	Approved
Document Reference:	[Redacted]

1 Purpose

The purpose of this procedure is to provide steps for maintaining safe and secure supervision of all young people within a YJNSW custodial facility.

2 Process Map



3 Procedural Steps

Step 1 – Step 1 – General Supervision Responsibilities

Responsibility: All supervising employees

Tasks

[Redacted task list]

Responsibility: Unit Supervisor

Tasks

Always follow the steps outlined in the above section.

[Redacted task list]

[Redacted text block]

Responsibility: Assistant Manager (Allocated)

Tasks

[Redacted text block]



Step 2 – Conducting checks of young people

Responsibility: Supervising Employees

Tasks

[Redacted text block]

[Redacted text block]

Responsibility: Unit Supervisor

Tasks

[Redacted text block]



Step 3 – Supervising a group of young people in a program or activity

Responsibility: Supervising employees

Tasks

[Redacted text block]



Step 4 – Internal Movements
Responsibility: Supervising employees
<p style="text-align: center;">Tasks</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <ul style="list-style-type: none">[Redacted][Redacted][Redacted]
Responsibility: Unit Supervisor
<p style="text-align: center;">Tasks</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>



Step 5 – Conducting Headcounts
Responsibility: Supervising employees
<p style="text-align: center;">Tasks</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

Responsibility: Unit Supervisor

Tasks

[Redacted task list]



Step 6 – Opening doors / entering a young person’s room

Responsibility: Supervising Employees

Tasks

[Redacted task list]

Responsibility: Unit Supervisor

Tasks

[Redacted task list]

[Redacted text block]

Responsibility: Unit Supervisor

Tasks

[Redacted tasks for Unit Supervisor]

Responsibility: Assistant Manager (Allocated)

Tasks

[Redacted tasks for Assistant Manager (Allocated)]

4 Supporting documents:

This procedure is supported by the following documents:

4.1 Legislation

- *Children (Detention Centres) Act 1987*
- *Children (Detention Centres) Regulation 2015*

4.2 Policies

- *Supervision of Young People Policy*
- *Misbehaviour Policy*
- *Incident Management Policy Reporting Debrief and Review*
- *Self-harm and Suicide Prevention Policy.*

4.3 Procedures

- *Misbehaviour Procedure*
- *Segregation Procedure*
- *Separation Procedure*
- *Provision of Non-Fixed Items in Confinement or Segregation Procedure*
- *Risk Assessment Procedure*
- *Visit by Legal Representatives Procedure*
- *Closed Circuit Television and Radio Communication Procedure*
- *Perimeter Security Procedure*
- *Searching Accommodation Rooms, Units and Other Areas Procedure*
- *Attempted Escape Procedure*
- *Self-Harm and Suicide Prevention Procedure*

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]

5 Document Information

Title:	Supervision of Young People Procedure
Business Centre:	Operations Unit
Author:	Project Officer (Custody)
Approver:	Director, Policy & Practice
Date of Effect:	20 November 2020
Next Review Date:	[REDACTED]
File Reference:	[REDACTED]

6 Document History

Version	Date	Reason for Amendment
0.7	2020	<i>Supervision of Young People Procedure review scheduled as part of the LS9 & LS10 Policy on Detainee Supervision Project 2020, YJNSW Custodial System Reform Program of Works.</i> The procedure has also been transferred into new TOM template.
0.6	February 2019	Changes made on advice from the Office of General Counsel. To bring JJNSW operational procedure and policy 'delegations' and 'authorisations' in line with legislative requirements of the Children (Detention Centres) Act 1987 and Children (Detention Centres) Regs 2015
0.5	4th July 2013	Electronic verification system may be used for all room checks. Minimum requirement for in person checks 20 minutes. Room checks may be recorded electronically, however all interactions must be recorded in writing.
0.4	16th February 2013	Combined existing Detainee Supervision and Room Checks Procedures. New combined procedure provides direction on supervision within a detention centre, including head counts, room checks and directions for opening doors to enter a young person rooms, and the direction that the electronic verification system must not be used when young people are in own room for segregation, confinement, personal time or individual separation or when supervisor directs to use record of checks book.
0.3	18th July 2011	Updated procedure to include directions on the Electronic Attendance Verification System 'tour attendance system' for room checks and reviewed/upgraded procedure in line with current standards and legislation.
0.2	11th August 2010	Updated procedural steps to current format-updated related resources.
0.1	1st September 2009	All Juvenile Justice Centre Procedures have been changed to reflect the staffing restructure within Juvenile Justice Centres (i.e. position of Unit Coordinator has been deleted and replaced with Shift Supervisor or Assistant Unit Manager).