

Termination of Visits - Restrictions and Banning of Visitors

When to use this procedure

Use this procedure to manage risks to the safety and security of the centre, or the health and well-being of a young person by visitors. Responses include;

- refusal of visit
- termination of visit
- additional supervision (e.g. one on one)
- non-contact visits
- ban a visitor from visiting an individual young person or group of young persons, or
- ban a visitor from an individual juvenile justice centre or all juvenile justice centres

Before using this procedure

Is this your first time using this procedure?

See and understand:

Delegation for refusal, termination and banning visitors

Type of Action	Time Period	Position
Termination and refusal of visit	Immediate	Centre Manager (the person in charge of the centre for the time being)
Additional Supervision e.g.: one-on-one or non-contact visit	Up to 1 month	Assistant Manager Unit Manager
Additional Supervision e.g.: one-on-one or non-contact visit	1 - 3 months	Centre Manager
Banning Order	Up to 1 month	Centre Manager
Banning Order	1 - 12 months	Director Custodial Operations

Visiting bans may be imposed with the following restrictions:

- from visiting YJNSW centres generally or from visiting any specified YJNSW centre
- from visiting young people generally or from visiting any specified young person or class of young person

Start using this procedure

Your responsibilities

Find your role. Find what you need to do.

Role	When required	Responsibilities
Youth Officers	Always	Youth Officer steps
Unit Supervisor	Always As the person for the time being in charge of the centre, in the absence of and as directed by the Centre Manager	Unit Supervisor steps Centre Manager steps
Assistant Manager	Always As the person for the time being, in charge of the centre, in the absence and as directed by the Centre Manager	Assistant Manager steps Centre Manager steps
Centre Manager	Always	Centre Manager steps

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

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
Youth Officers	<p>If you are a supervising officer</p> <ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted].
Unit Supervisor	<p>If visit is terminated:</p> <ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted]

	<ul style="list-style-type: none">■ [REDACTED]■ [REDACTED]■ [REDACTED][REDACTED][REDACTED] <p>When Banning Order or other visiting restrictions imposed</p> <ul style="list-style-type: none">■ [REDACTED]■ [REDACTED]■ [REDACTED][REDACTED]■ [REDACTED]■ [REDACTED]
<p>Assistant Manager</p>	<p>As the Assistant Manager responsible for Unit where the young person resides</p> <p>Refusal and termination of visit</p> <ul style="list-style-type: none">■ [REDACTED]■ [REDACTED]■ [REDACTED][REDACTED]■ [REDACTED]■ [REDACTED]■ [REDACTED][REDACTED] <p>When visit restrictions/banning order approved</p> <ul style="list-style-type: none">■ [REDACTED]■ [REDACTED]■ [REDACTED][REDACTED]■ [REDACTED][REDACTED]■ [REDACTED] <p>Review Banning of Visitor</p> <ul style="list-style-type: none">■ [REDACTED]■ [REDACTED]■ [REDACTED]■ [REDACTED]■ [REDACTED]■ [REDACTED]■ [REDACTED]■ [REDACTED]■ [REDACTED]

	<p>Request to Extend Banning Order:</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>Following Refusal / Termination of visit, or Banning of Visitor</p> <ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]
<p>Centre Manager</p>	<p>When advised of issues surrounding visit / visitor</p> <ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted] <p>If visit is refused, special conditions imposed, or terminated:</p> <ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted] <p>Reporting Refusal/Termination and Banning Orders</p> <ul style="list-style-type: none">■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]■ [Redacted]

Review visit outcomes

- [Redacted]
- [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
- [Redacted]

[Redacted]

Refusal and termination of visit

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
 - [Redacted]
 - [Redacted]

Banning a visitor

- [Redacted]
- [Redacted]
- [Redacted]
 - [Redacted]
 - [Redacted]
 - [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
 - [Redacted]
 - [Redacted]

	<p style="text-align: center;">[REDACTED]</p> <p>When Banning Order/ Extend Banning Order approved</p> <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED]
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Legislation

Children’s (Detention Centre) Regulation 2015
Children’s (Detention Centre) Act 1987

Policy

YJNSW Policy of Applying Powers and Responsibilities under the Children (Detention Centres) Act and Regulations
Incident Management, Reporting, Debrief and Review policy

Procedure

Risk Assessment Procedure
Searching Young People Procedure

Change log

Date	Reason for change	Details of change
1 September 2009	All Juvenile Justice Centre Procedures have been changed to reflect the employee restructure within Juvenile Justice Centres.	The position of Unit Coordinator has been deleted and replaced with Shift Supervisor or Assistant Unit Manager.
1 May 2011	Children (Detention Centres) Regulations 2010 Instrument of Delegation, Children	Updated legislation references

Termination of Visits, Restriction and Banning of Visitors Procedure: 1 July 2019

	(Detention Centres)regulations 2010	
30 June 2011	Chief Executive requested to retain delegation to review Banning Orders after appeal.	All appeals of Banning Orders to be referred to Chief Executive.
1 September 2011	Review of Legislation	Add link to Children Detention Centres Regulations
1 August 2013	release of visitors module in CIMS	updated directions for reporting and recording restrictions and banning orders
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
1 July 2019	YJNSW Changes to Executive Structure	Director Custodial Operations replaces 'Regional Director' responsibilities