

Dangerous Items Policy

Essential Summary

Youth Justice NSW (YJNSW) recognises that all items within a centre, that a young person can access, can be classified as a 'dangerous item'. However, this policy deals primarily with items that are not readily available to young people, but are provided for example during meal times, programs, activities and recreational sport. These items may pose a high risk to safety and security, if they are not accounted for prior to distributing to and returned from young people.

[REDACTED]

To ensure the safety and security of young people, employees and the centre, all items provided to young people may be considered a 'dangerous item' and must be accounted for.

This policy contains content covering dangerous items regarding:

- item categories
- storing and recording
- missing and broken items
- item audits

Printed or saved copies of this document may not be up to date.

Please check in the [Operations Manual \(TOM\)](#) to ensure you have the latest version before using this document.

Table of Contents

1	Scope	3
2	Purpose	3
3	Definitions	3
4	Item Categories	4
5	Dangerous items	4
	5.1 Cutlery and food serving utensils	4
	5.2 Cutlery distribution and collection	5
6	Storing dangerous items	6
7	Recording use of dangerous items	6
	7.1 Counting and recording items	6
	7.2 Cutlery and Dining /Kitchen Utensil Register	6
	7.3 Other Area Dangerous Item Registers	7
	7.4 Register templates	7
8	Everyday use items - readily available to young people	7
	8.1 Approved personal items	8
9	Items accessible to and used by YJNSW employees only	9
10	Items accessed through other government departments	9
11	Items used by non-YJNSW employees	9
12	Audit of items	10
	12.1 Yearly audit of all items	10
	12.2 Six-monthly audit	10
	12.3 Monthly audit of all safe items	10
13	Supervision of dangerous items	10
14	Supervision of razors	11
15	Missing and broken items	11
16	References	12
17	Document information	12
18	Document history	13

1 Scope

This policy applies to all YJNSW employees who are responsible for the supervision of young people within a Youth Justice Centre.

Justice Health & Forensic Mental Health Network (JHFMHN) and the Department of Education are responsible for ensuring processes for identifying and recording items provided to young people and within employee only areas, are in line with the YJNSW processes outlined in this policy relevant to their role and responsibilities within a Youth Justice Centre.

2 Purpose

The purpose of the policy is to:

- assist in providing a safe and secure workplace for all visitors, employees and young people in a centre
- provide a framework for accounting for all items provided to young people at specific times and / or used by employees and other persons within the secure area of a centre
- clarify employee responsibilities for accounting for these items
- set out how officers of YJNSW are to carry out their work in order to assist the Secretary to discharge their functions under the *Children (Detention Centres) Act 1987* and *Children (Detention Centres) Regulations 2015 (NSW)*.

3 Definitions

In interpreting this policy, the following definitions are to be applied:

Centre Manager means the person for the time being in charge of the centre.

Dangerous item means any item provided to young people at specific times which is considered a risk including during programs, meal times and recreational activities. These are restricted access items distributed for specific reasons due to the high risks they present to young people, employees, and/or security of the centre if used inappropriately.

[REDACTED]

Employee only area means all areas that are accessed by YJNSW, Dept. of Education and JHFMHN employees only. Young people should not be given access to these areas.

[REDACTED]

Unit Supervisor means the person in charge of the Unit at the time, which includes a Unit Manager, or Shift Supervisor

5.2 Cutlery distribution and collection

Distribution

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Collection

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Eating in rooms

[Redacted text block]

6 Storing dangerous items

[Redacted text block]

7 Recording use of dangerous items

7.1 Counting and recording items

[Redacted text block]

7.2 Cutlery and Dining /Kitchen Utensil Register

[Redacted text block]

7.3 Other Area Dangerous Item Registers

[Redacted]

[Redacted]

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

[Redacted]

[Redacted]

[Redacted]

7.4 Register templates

The following registers must be developed at all centres for recording the use of all dangerous items:

- *Register of Visiting Daily Service Providers Dangerous items*
- *Dangerous Items Register*
- *Accommodation Rooms Dangerous Items Weekly Inventory Register*

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

8 Everyday use items - readily available to young people

Everyday use items are items that young people are allowed to have in their rooms, and on the unit, and have access to at all times. [Redacted]

[Redacted]

[Redacted]

[Redacted]

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

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

8.1 Approved personal items

A list of items approved for each individual young person to have in their rooms, based on risk assessment, must be accounted for on each shift by visually checking that approved items only, are in their room,

[Redacted]

[Redacted]

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

[Redacted]

[Redacted]

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

[Redacted]

[Redacted]

[Redacted]

9 Items accessible to and used by YJNSW employees only

[Redacted]

[Redacted]

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

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

10 Items accessed through other government departments

[Redacted]

[Redacted]

11 Items used by non-YJNSW employees

This category includes items used by chaplains, contactors, program providers, sporting groups, community groups and hairdressers.

Groups visiting the centre must have all items pre-approved with the Centre Manager prior to conducting a visit. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

12 Audit of items

12.1 Yearly audit of all items

[REDACTED]

[REDACTED]

[REDACTED]

12.2 Six-monthly audit

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

12.3 Monthly audit of all safe items

[REDACTED]

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

[REDACTED]

13 Supervision of dangerous items

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

14 Supervision of razors

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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

[Redacted]

[Redacted]

15 Missing and broken items

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

16 References

Policies

- Incident Management: Reporting, Debrief and Review.
- Searching Young People
- Misbehaviour

Procedures

- Incident Reporting
- Searching Young People
- Searching Accommodation rooms, Units and other areas
- Misbehaviour

Forms

- Search Register (Book)
- Sample Unit Cutlery and Dining Utensil Register

To be developed by Centre management:

- Dangerous Items Register
- Cutlery and Dining Serving Utensil Register
- Items Inventory
- Monthly Unit Checklist

17 Document information

Title:	Dangerous Items Policy
Business Centre:	Operations Unit
Author:	Project Officer, Custody
Approver:	Director, Policy and Practice Unit
Date of Effect:	24 May 2021
Next Review Date:	24 May 2024
File Reference:	19/0004: Doc No: D21/10321/YJ
Key Words:	Dangerous, contraband, prohibited, unauthorised, misbehaviour, incident, alert, searching, register

18 Document history

Version	Date	Reason for Amendment
0.1	24 May 2021	New policy- information transferred from the current 2011 procedure to the policy template
