

Incident Response Team Policy

Essential Summary

Youth Justice NSW (YJNSW) has a legislative and ethical responsibility to manage and supervise young people in a safe, secure and humane manner.

This policy outlines YJNSW employee centre roles and responsibilities for maintaining good order and discipline within YJNSW centres, with no more restriction or force than is necessary.



This policy includes the following information:

- establishment and governance
- IRT requirements and selection process
- YJNSW responsibilities
- IRT roles and responsibilities

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

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1 Scope

This policy applies to:

- Cobham and Frank Baxter Youth Justice Centres
- YJNSW employees who work within these centres are required to read and comply with the document

2 Purpose

The purpose of the policy is to inform centre employees of YJNSW and the IRT 's roles and responsibilities, daily operations and governance in order to establish and maintain a highly functional IRT.

3 Definitions

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

[REDACTED]

Must indicates a mandatory action to be complied with.

Should indicates a recommended action to be complied with unless there are sound reasons for taking a different course of action

Unit Supervisor refers to the employee in charge of the unit at the time and includes a unit manager, shift supervisor and/ or assistant unit manager

4 The Incident Response Team (IRT)

4.1 Establishment and governance

The overall function of the IRT is to support the Centre Managers to maintain security and the good order of YJNSW centres and the team has an integral part in the centre's overall security management.

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

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4.2 IRT requirements and selection process

4.2.1 Requirements (Pre-appointment requirements)

Youth Officers considering applying for the IRT must have:

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- [Redacted sub-bullet point]
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4.3 Roles and Responsibilities of the IRT

4.3.1 Roles

The primary role of the IRT is to support the Centre Manager to maintain security and good order of the Centre. The IRT also plays an integral part in the centre's overall security management strategies including non-physical interventions.

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5 Daily operations

5.1 Responding to incidents/ Emergency response

[Redacted]

[Redacted]

[Redacted]

5.2 Site searches

[Redacted]

[Redacted]

5.3 Movements

[Redacted]

[Redacted]

5.3.1 Use of handcuffs during movements

[Redacted text block]

5.4 Searching Young People

[Redacted text block]

6 Operational responses and reporting

6.1 Operational responses

[Redacted text block]

6.1.1 Critical Incident

[Redacted text block]

[Redacted text block]

6.1.2 Daily

[Redacted text block]

7 IRT uniform and equipment

7.1 Uniforms

IRT uniforms must be consistent throughout youth justice centres. Officers assigned to IRT must wear the following YJNSW issue uniforms:

- [Redacted list item]

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7.2 Equipment

The Executive Director YJNSW is responsible, under the *WHS Act 2011*, to have control measures in place if it is not reasonably practicable to eliminate a health and safety risk in the workplace. [Redacted text]

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8 References

8.1 Legislation

- Children (Detention Centres) ACT 1987
- Children (Detention Centres) Regulations 2015
- Work Health and Safety ACT 2011

8.2 Policies

- *Incident Management Policy; Reporting, Debrief and Review*
- *Searching Young People Policy*
- *Use of Force, Protective Equipment and Instruments of Restraint*
- *YJNSW Policy for Applying Powers and Responsibilities under the CDC Act 1987 and CDC Regulations 2015*
- *YJNSW Custodial Operating Model*

8.3 Procedures

- *Incident Reporting*
- *Searching Young people*
- *Self-Harm, Attempted Suicide and Suicide Procedure*
- *Use of Force*
- *Use of Instruments of Restraint*
- *Use of Protective Equipment*

8.4 Forms

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

9 Document Information

Title:	Incident Response Team Policy
Business Centre:	Operations Unit
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10 Document History

Version	Date	Reason for Amendment
O.1	30 November 2020	New Policy