

Admission and Discharge Procedure

Essential Summary:

Audience

- Youth Officer
- Admissions Officer
- Duty Manager
- Admissions Supervisor
- Unit Supervisor (The person for the time being in charge of the unit; includes the Unit Manager or Shift Supervisor)
- Unit Manager
- Caseworker (Custody)
- Court Logistics Officers
- Psychologist
- Assistant Manager (Custody)
- Centre Manager (the person for the time being in charge of the centre)

When to use this procedure:

YJNSW employees must follow the directions within this procedure to complete the detailed legislative and operational requirements for the admission to and/or discharge of a young person from a Youth Justice NSW (YJNSW) Centre



Refer to [CIMS \[CLICK\]](#) for step by step instructions on how to use CIMS

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

DOCUMENT DETAILS

Version:	0.7
Policy Reference:	Case Management Policy
Maintained by:	Operations Unit
Status:	Final
Document Reference:	D20/25928/YJ

1 Purpose

The purpose of this procedure is to provide accurate, clear direction and actions for the admission and/or discharge of a young person from a YJNSW centre.

The procedure is set out in two process map parts.

Part 1 (page 3): Admitting a young person to a YJNSW Centre includes:

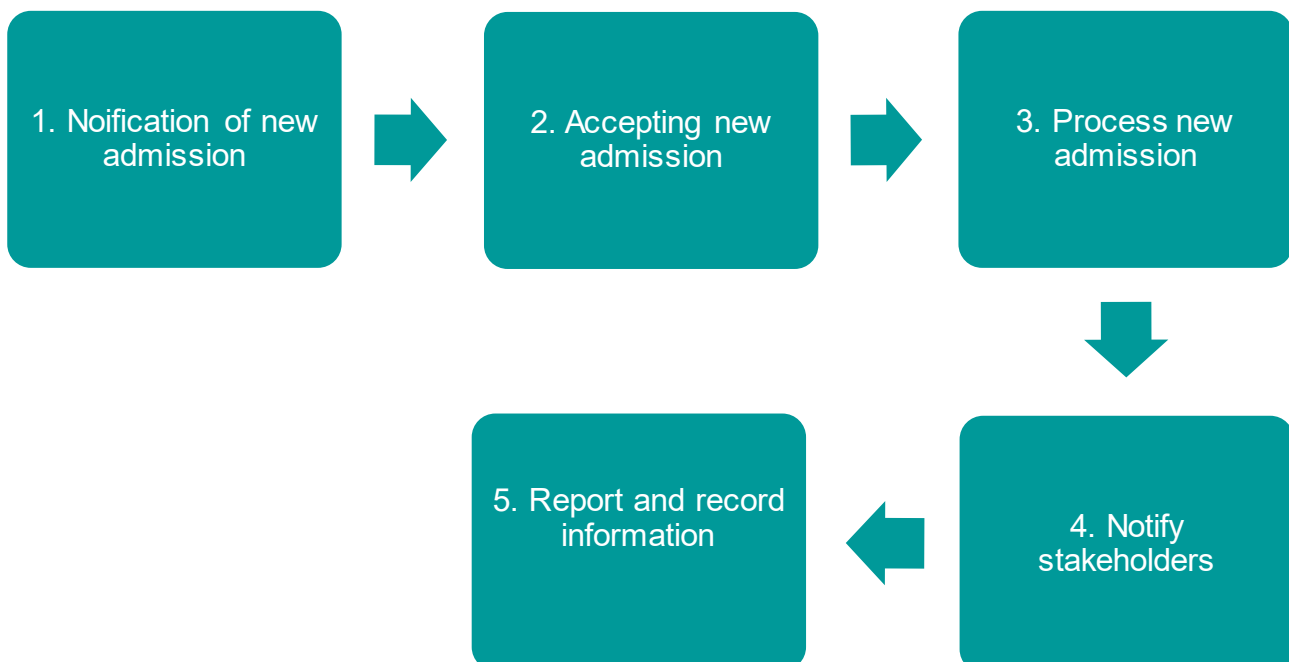
- preparing for the admission
- accepting and processing the young person
- communication and recording requirements

Part 2 (page 10) Discharging a young person from a YJNSW Centre includes:

- preparing for discharge
- notifications and communication
- legal mandate requirements

2 Process Map A

Admission to a Youth Justice Centre



Responsibility: Duty Manager (Admissions Supervisor where applicable)

Tasks

[Redacted]

Responsibility: Assistant Manager (allocated)

Tasks

Transfer from another centre

[Redacted]

Responsibility: Youth Justice Caseworker (Custody)

Tasks

[Redacted]

Responsibility: Unit Manager

Tasks

[Redacted]



Step 2: Accepting new admission

Responsibility: Duty Manager (Admissions Supervisor, where applicable)

Tasks

[Redacted]

[Redacted]

If a young person is being admitted from an adult correctional facility check the legal mandate/s are valid for admission to a Youth Justice Centre (*Rules for Accepting Adults (18-21 years)*).

Confirm if the young person has outstanding adult matters or not and consult with the Centre Manager prior to accepting the Young Person.

[Redacted]

Step 3: Process new admission

Responsibility: Admissions Officer

Tasks

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted text block]

Responsibility: Duty Manager (Admissions Supervisor where applicable)

Tasks

[Redacted text block]

Responsibility: Psychologist

Tasks

[Redacted text block]

Responsibility: Youth Officer

Tasks

[Redacted text block]

Responsibility: Centre Manager

Tasks

Familiarise yourself with information regarding all new admissions including:

Responsibility: Duty Manager (Admissions Supervisor where applicable)
Tasks [Redacted]
Responsibility: Psychologist
Tasks [Redacted]



Step 5: Report and record information
Responsibility: Admissions Officer
Tasks [Redacted]

[Redacted text block]

Responsibility: Duty Manager (Admissions Supervisor where applicable)

Tasks

[Redacted text block]

Responsibility: Assistant Manager

Tasks

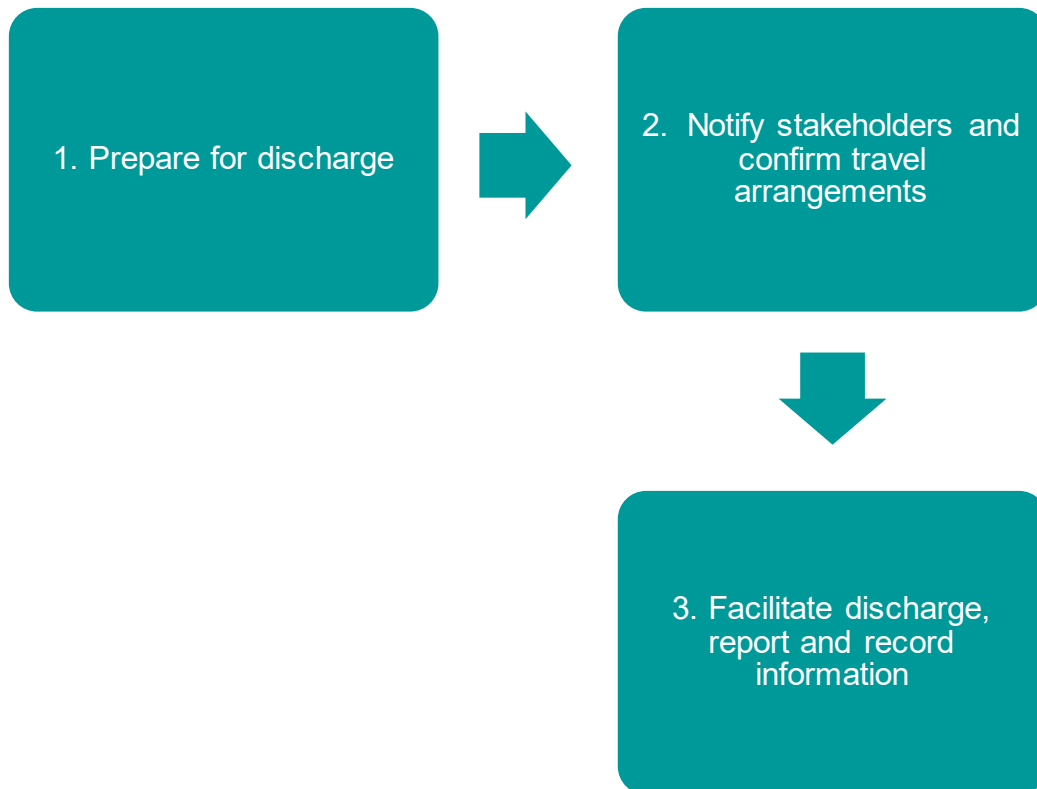
[Redacted text block]

Responsibility: Centre Manager

[Redacted text block]

4 Process Map B

Discharge from a Youth Justice Centre



5 Procedural Steps

Step 1: Prepare for discharge
Responsibility: Youth Justice Caseworker (Custody)
<p style="text-align: center;">Tasks</p> <p>When a young person is being discharged from YJNSW custody explain the conditions of all community-based orders (including parole) to the young person and family and confirm the bail conditions can be entered into with the person responsible for the young person.</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
Responsibility: Admissions Officer
<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> <p>[Redacted]</p> <p>[Redacted]</p>

[REDACTED]

[Redacted text block]

Responsibility: Centre Manager (person in charge of the centre) or Assistant Manager

Tasks

[Redacted text block]

[Redacted content]

Step 2: Notify stakeholders and confirm travel arrangements

Responsibility: Duty Manager (Admissions Supervisor where applicable)

Tasks

Prior to discharge:

Check the admissions officers, unit employees, young person and significant others are aware of the discharge date.

[Redacted content]

Responsibility: Unit Supervisor

Tasks

Check the young person is aware of their discharge date and time.

[Redacted content]

Responsibility: Youth Justice Caseworker (Custody)

Tasks

Negotiate and confirm travel arrangements with the young person and their parent or carer for their discharge from custody and seek assistance from the Unit Manager if required.

[Redacted content]

[Redacted]

Step 3: Facilitate discharge, report, and record information

Responsibility: Admissions Officer

Tasks

When all required discharge steps are completed and approved:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Responsibility: Duty Manager (Admissions Supervisor where applicable)

[Redacted]

6 Approvals Tables

6.1 Admissions and Discharge approvals

Task/item requiring approval	Approval Level
Admission to Youth Justice Centre	Duty Manager or higher
Discharge from a Youth Justice Centre - not conditional bail	Duty Manager or higher
Discharge from a Youth Justice Centre - on conditional bail.	Assistant Manager, Centre Manager or YJNSW employee ad a Justice of the Peace

7 Supporting documents:

Legislation

Children (Criminal Proceedings) Act 1987

Children (Detention Centres) Act 1987

Crimes Act 1900

Crimes (Sentencing Procedure) Act 1999

Bail Act 2013

Children (Criminal Proceedings) Regulation 2016

Children (Detention Centres) Regulation 2015

Policy

Child Safety and Mandatory Reporting
Parole

Serious Young Offenders Review Panel

Searching Young People

Contraband

File Management

Procedure

Personal Property of Young People

Searching Young People

Alerts

Supervision of Young People

Contact with Family/Significant Others

Child Safety and Mandatory Reporting

Parole

Court Intake and Remand Intervention

Placement and Relocation of Young People

Serious Young Offenders Review Panel

Contraband

Resources

Rules for Accepting Adults (18-21 years)


Mandatory Reporting Guide

Forms






8 Document Information

Title:	Admissions and Discharge Procedure
Business Centre:	Operations Unit
Author:	Senior Project Officer (Custody)
Approver:	Director, Policy and Practice
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Next Review Date:	
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9 Document History

Version	Date	Reason for Amendment
0.7	November 2021	Reviewed and updated in regard to Bail Regulation 2021 amendments
0.6	March 2021	Added <i>Legal Representative</i> to list of notifications for when a young person is transferred between YJNSW centres.
0.5	September 2020	Custodial Case workers to assist young person to complete the 'Child Safe: Young People's Safety and Empowerment Questionnaire' Added tasks to check appropriate individual photographs are provided to the Young Person on release in adherence to [REDACTED] Photographs of young people taken in custody
0.4	24 May 2019	Adjustment made to procedure regarding accepting young people who appear intoxicated, ill or injured.
0.3	2 September 2018	Updated to new template, merge Admissions and Discharge procedures into one document. Amended references to parole due to legislative amendments. Checked delegation levels. [REDACTED]
0.2	1 Sep 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.
0.1	23 March 2009	C Files removed from centres. [REDACTED]