Detainee Assessments Procedure

When to use this procedure

Use this procedure when conducting detainee assessments to identify risk, criminogenic needs and responsivity of a client.

What is an Assessment Tool?

An assessment tool is an approved standardised list of questions that must be completed when carrying out a client assessment.

Before using this procedure

Is this your first time using this procedure? See and understand:
Duty of care
Client Assessment Policy
Risk Assessment Procedure

Start using this procedure

Your responsibilities
Find your role. Find what you need to do.

Role	When required	Responsibilities
Admissions Officers	Always	Admissions Officer steps
Youth Officers	Always	Youth Officer steps
Assistant Unit Manager / Shift Supervisor	As directed or in the absence of Unit Manager	Unit Manager steps
Unit Manager	Always	Unit Manager steps
Duty Manager	Always	Duty Manager steps
Psychologist	Always	Psychologist steps
AOD Counsellor	Always	AOD counsellor steps
Assistant Manager (Client Services)	Always	Assistant Manager (client services) steps

Procedural steps

Role	Responsibilities
Admissions Officer	People you need • Supervisor • Duty Manager • Unit Manager • Alcohol & Other Drug counsellor (AOD counsellor) • Centre psychologist **Before starting any assessments with detainee** 1. **Explain** 'confidentiality' limits and requirements to detainee. 2. **Inform** detainee of your mandatory reporting requirements regarding 'disclosure' 3. **Inform** detainee of purpose of collecting information 4. **Check** detainee understands the information / advice you are giving [redacted] [redacted]

	[redacted]
Youth Officer/ Key Worker	People you need • Unit Manager • AOD counsellor • Psychologist **Before starting any assessments with detainee:** 1. **Explain** 'confidentiality' limits and requirements to detainee. 2. **Inform** detainee of your mandatory reporting requirements regarding 'disclosure' 3. **Inform** detainee of purpose of collecting information 4. **Inform** detainee of assessment processes and time frames 5. **Check** the detainee understands the information / advice you are giving 6. [redacted] 7. [redacted]

	[redacted] [redacted] [redacted] 2. Review available information 3. Consult with unit manager 4. Advise unit manager upon completion [redacted] [redacted] [redacted]
Unit Manager	People you need • Admissions Officer • Centre Psychologist • AOD Counsellor • Assistant Manager (Client Services) • Juvenile Justice Officer (JJO) [redacted] [redacted]

	[redacted]

	[redacted]
Duty Manager	People you need • Admissions Officer • Unit Manager • AUM/SS • Youth Officer • Centre psychologist • AoD counsellor [redacted]

	[redacted]
Psychologist	People you need: • Unit Manager • Assistant Manager (Client Services) (AMCS) • Client Services Meeting participants (CSM) [redacted]

	[redacted]
AOD counsellor	People you need: • Unit Manager • Assistant Manager (client services) [redacted]
Assistant Manager (Client Services)	People you need • Unit Manager • Psychologist • AOD counsellor • Classification officer • Department Education Communities, Education Training Unit Principal (ETU) • Chaplain [redacted]

	[redacted]
Centre Manager	[redacted]

References

Related policy

Client Assessments Policy

Related Procedures

- Admissions
- Detainee Inductions
- Incentive Scheme
- Objective Detainee Classification
- Risk Assessments

Legislation

[***Children (Detention Centres) Regulation 2010***]

[Part 2 Administration]

CLAUSE 5: ADMISSION OF DETAINEES
CLAUSE 6: INFORMATION TO BE GIVEN TO DETAINEES
CLAUSE 7: CLASSIFICATION OF DETAINEES
CLAUSE 8: HEALTH AND MEDICAL ATTENTION
CLAUSE 18: EDUCATION AND TRAINING
CLAUSE 19: ACCESS TO PROGRAMS

[redacted]

[redacted]

- [redacted]

Change log

Date	Reason for change	Details of change
August 2014	Review of Case Management processes	New procedure
December 2014	New Client Consent – Exchange of Information Form	Procedural steps updated to incorporate scanning and destroying of form