

Child Protection Register Procedure

Essential Summary:

Audience

Caseworker (Community)

Assistant Manager (Community)

Caseworker (Custody)

Assistant Manager (Custody)

Unit Supervisor (Custody) - the person in charge of the unit at the time (the Unit Manager, Assistant Unit Manager or Shift Supervisor)

When to use this procedure:

- when a young person is sentenced and a check with police is required to confirm whether the young person is a registrable person under the *Child Protection (Offenders Registration) Act 2000*
- when required to serve a *Form 3 Notice (Form 3)* to a young person who has been confirmed as a registrable person
- when a young person's order is ending, or they are entering day leave and overnight leave for the first time
- when a young person is not complying with the obligations of the child protection registration order

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

DOCUMENT DETAILS	
Version:	2.0
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1 Purpose

This procedure sets out the steps for Youth Justice NSW (YJNSW) employees who are supervising and supporting a young person with a registrable offender status. This includes:

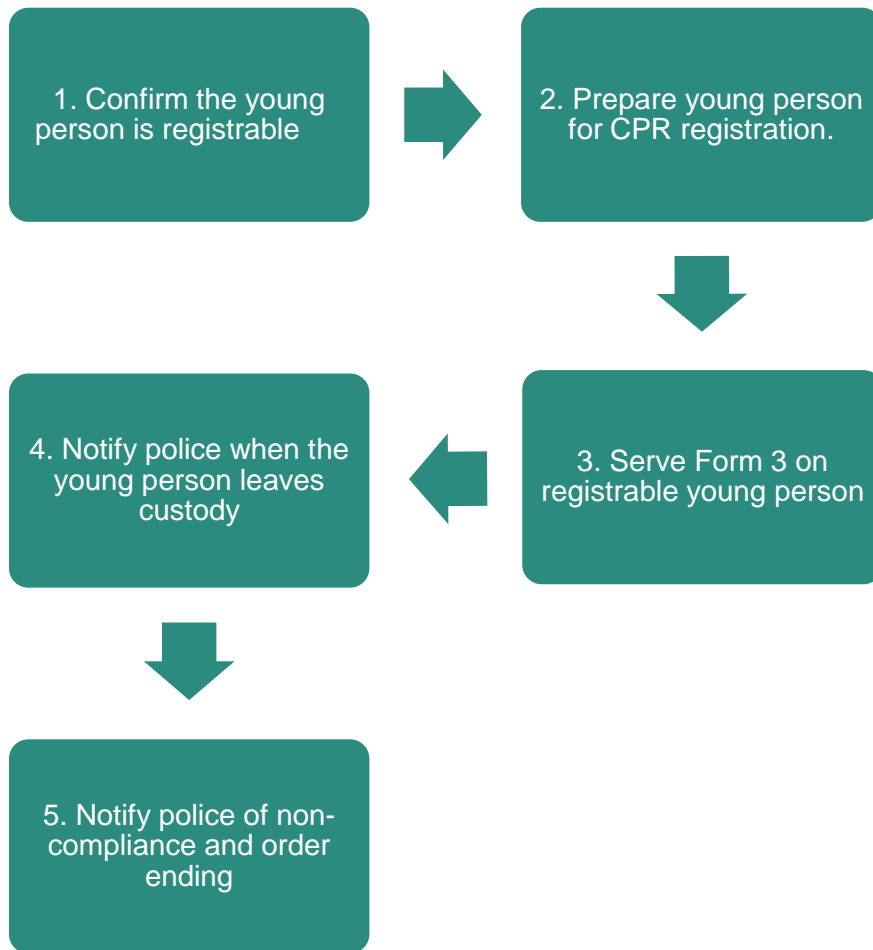
- checking the registrable offender status of the young person,
- receiving confirmation of their status from the YJNSW designated team
- assisting the young person with their responsibilities, rights and obligations when registering on the Child Protection Register (CPR) and responding to non-compliance.

2 Contents

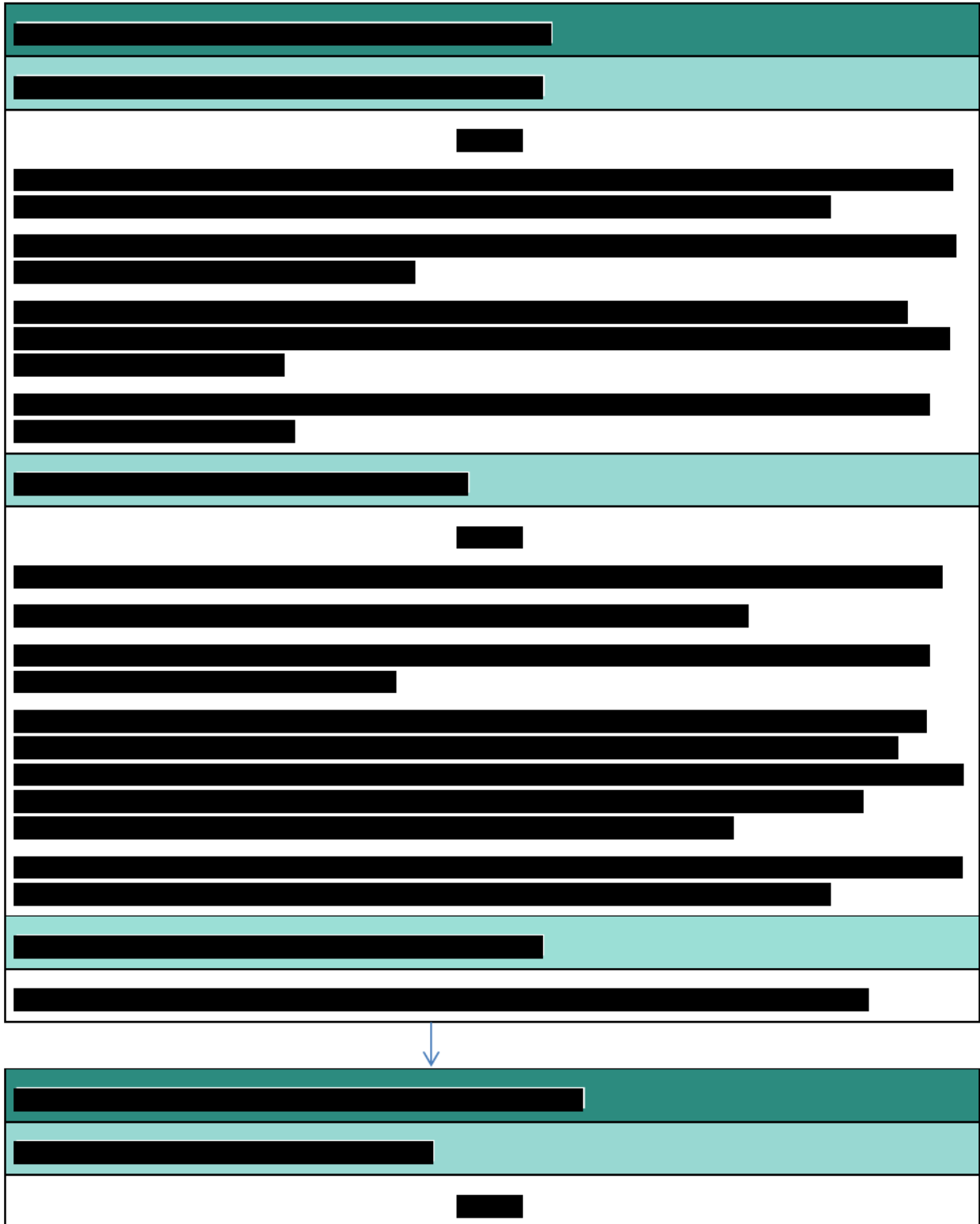
Process Map A: For young people in custody	3
Follow this for young people who are in custody, on remand or control, following sentencing.	
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Follow this for young people who are subject to community based orders following sentencing.	

Process Map A – Young people in custody

Follow this for young people who are in custody, on remand or control, following sentencing.



3 Procedural Steps – Young people in custody



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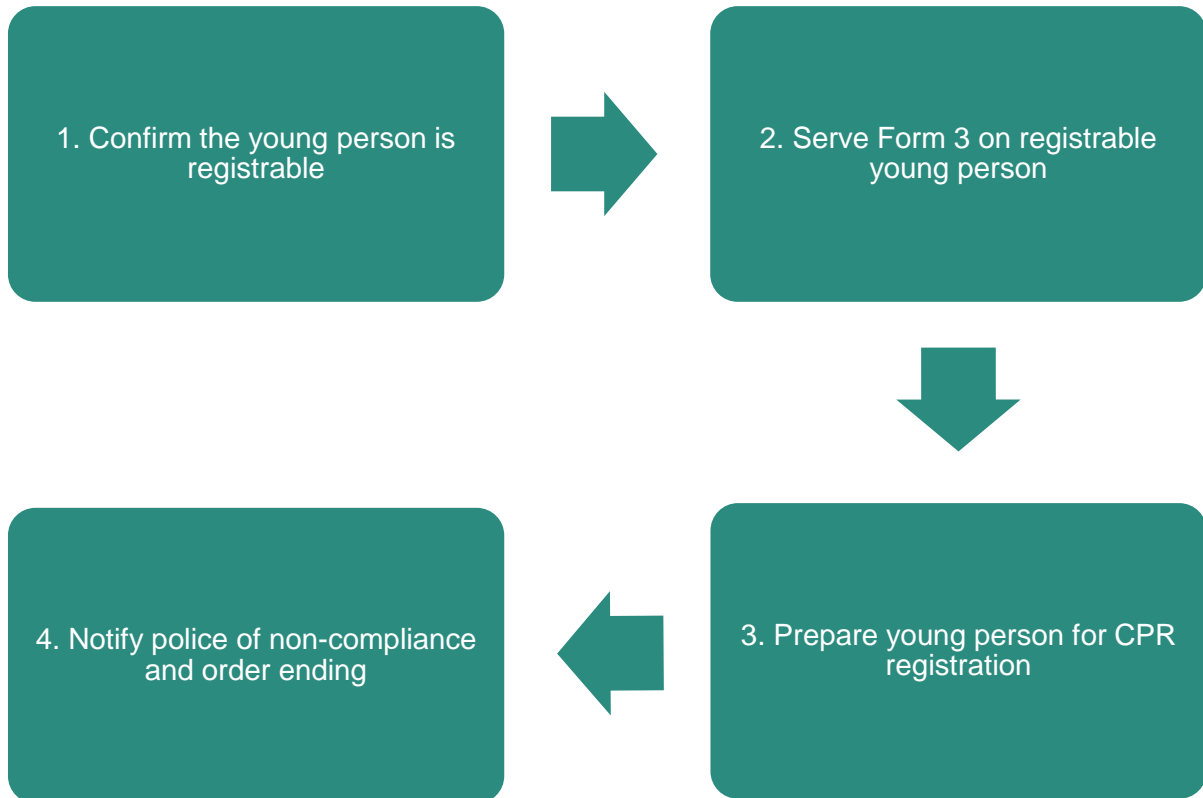
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Process Map B – Young people in the community

Follow this for young people who are subject to community based orders following sentencing.





5 Legislation

This procedure is supported by the following legislation:

- *Child Protection (Offenders Registration) Act 2000*
- *Child Protection (Offenders Registration) Regulation 2009*

6 Supporting documents

This procedure is supported by the following documents:

Related Policies

Child Protection Register Policy

Forms

Registrable Offender Registration Form 3

7 Document Information

Title:	Child Protection Register Procedure
Business Centre:	Operations Unit
Author:	Project Officer, Community
Approver:	Director, Policy and Practice
Date of Effect:	19 June 2020

Key Words: Child Protection Register (CPR), registration, registrable, registrable offender, registrable person, Form 3, *Form 3 Notice*

8 Document History

Version	Date	Reason for Amendment
0.1	09/2009	Review of new staffing restructure within Juvenile Justice Centres and NSW government departments
0.2	09/2011	Review of legislation
0.3	02/2015	Changes to legislation, role delegations, community restructure and adherence to new operations procedure template
2.0	06/2020	Review of legislation and changes to role allocations
