

# Gatekeeper & Night State Procedure

## Essential Summary:

### Audience

- **Oncoming / departing shift employees** (including management, unit, caseworkers, psychologists, JHFMHN and Dept Education employees)
- **Gatekeeper Officer** (can be a Youth Officer, Admission Officer/ Supervisor or Shift Supervisor)
- **Night State Officer** (can be a Youth Officer, Admission Officer/ Supervisor or Shift Supervisor)
- **Duty Manager**
- **Centre Manager** the person for the time being in charge of the centre

### When to use this procedure:

Use this procedure to safeguard the entry and exit of approved YJNSW employees and visitors to all Youth Justice Centres at all times.

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

#### DOCUMENT DETAILS

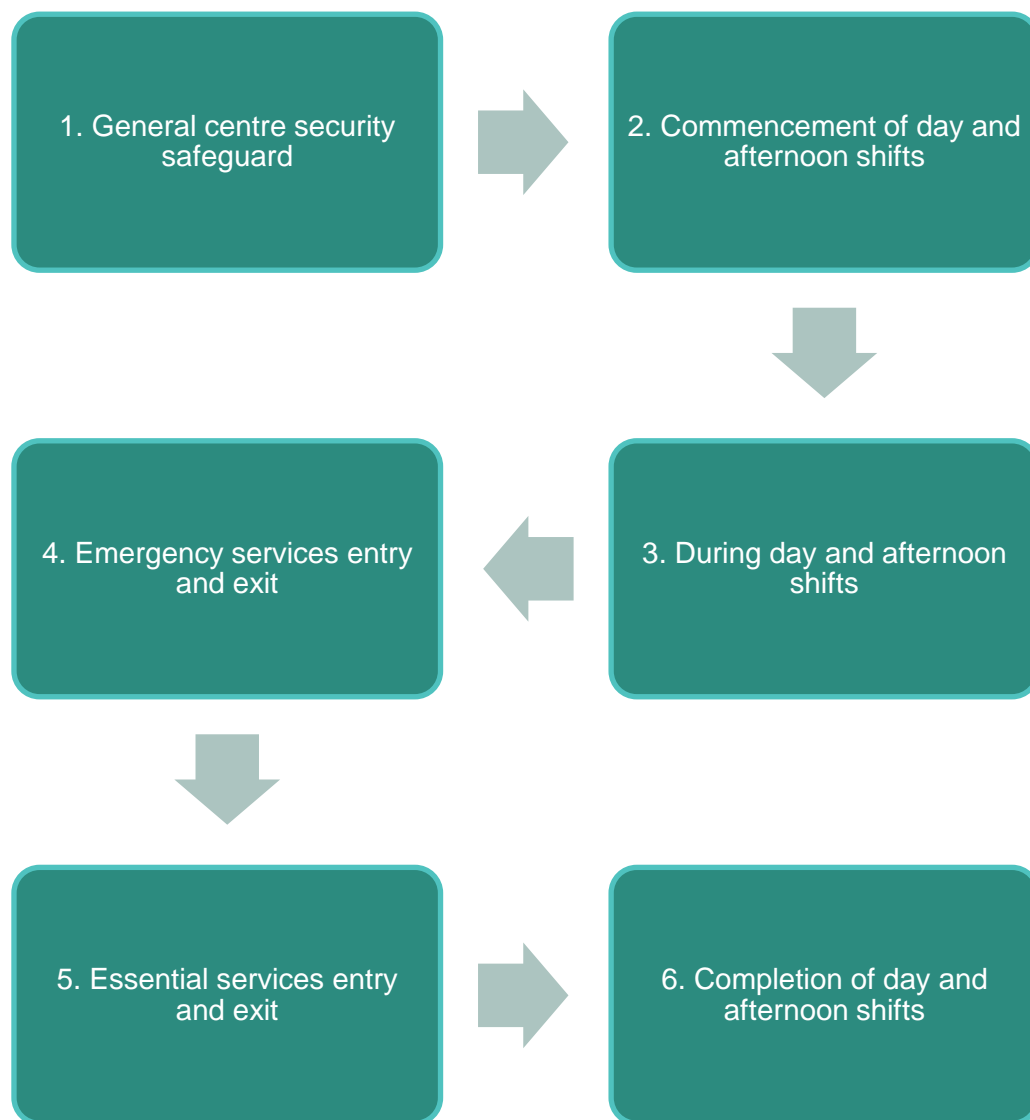
Version:	0.01
Policy Reference:	
Maintained by:	Operations Unit
Status:	Approved
Document Reference:	██████████

# 1 Purpose

The purpose of this procedure is to provide steps on how allocated YJNSW employees process and allow entry to employees and visitors at a Youth Justice Centre (YJC).

Visitors for the purpose of the procedure include: contractors, community groups or representatives, family and significant others, legal, media representatives, oversight bodies and police.

## 2 Process Map 1 (Day and Afternoon Shift)



### 3 Procedural Steps

<b>Step 1 – General centre security safeguards</b>
<b>Responsibility: Centre Manager</b>
<p style="text-align: center;"><b>Tasks</b></p> <p>Direct the Assistant Managers to manage the centre security safeguard processes to maintain the secure entry and exit of employees and visitors to the centre.</p> <p>[Redacted]</p>
<b>Responsibility: Assistant Manager (allocated)</b>
<p style="text-align: center;"><b>Tasks</b></p> <p>When directed by the Centre Manager, oversee the following security safeguard processes;</p> <p>[Redacted]</p> <p>[Redacted]</p> <ul style="list-style-type: none"><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li><li>[Redacted]</li></ul>



<b>Step 2 – Commencement of day and afternoon shift</b>
<b>Responsibility: Duty Manager</b>
<p style="text-align: center;"><b>Tasks</b></p> <p>Allocate a designated Gatekeeper Officer to the shift and provide them with a list of employees on each shift and approved visitors.</p> <p>Take responsibility for monitoring and maintaining supply of the required equipment.</p>



[Redacted]
<b>Responsibility: Duty Manager</b>
<b>Tasks</b>
[Redacted]
<b>Responsibility: On shift employees</b>
<b>Tasks</b>
[Redacted]



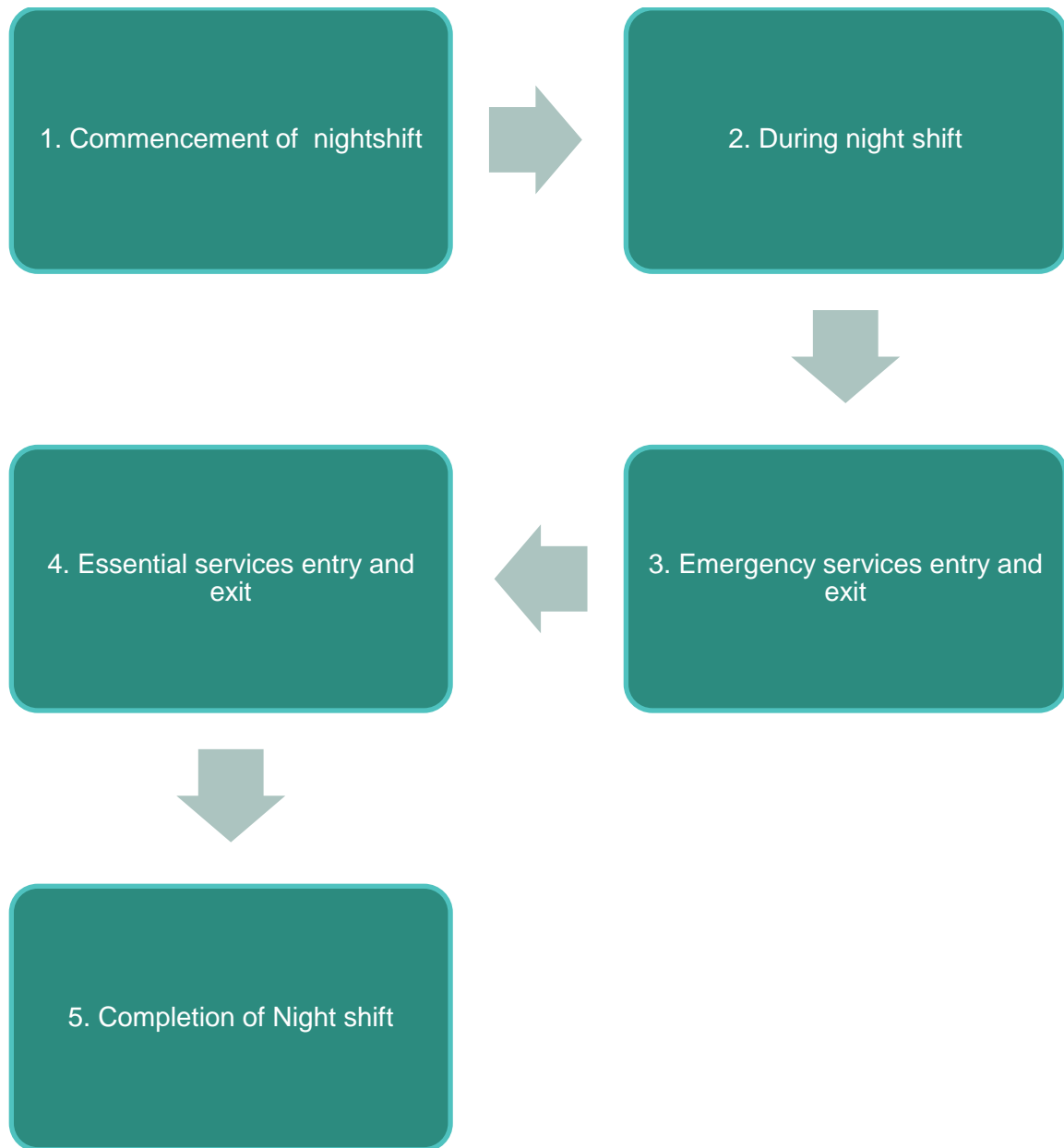
<b>Step 4 – Emergency Services (e.g. Police, Fire and Ambulance) entry and exit</b>
<b>Responsibility: Duty Manager</b>
<b>Tasks</b>
[Redacted]
<b>Responsibility: Gatekeeper Officer</b>
<b>Tasks</b>
Conduct COVID-19 screening and complete sign-in requirements as per COVID-19 screening guidelines. Once approved for entry direct the Emergency Services visitor to the centre entry point.



<b>Step 5 – Essential Services deliveries (eg food deliveries)</b>
<b>Responsibility: Gatekeeper Officer</b>
<b>Tasks</b>
Conduct COVID-19 screening and complete sign-in requirements as per COVID-19 screening guidelines. Once approved for entry direct the Essential Service visitor to the centre entry point.



## 4 Process Map 2 – Night State Lockdown



**Step 1 – Commencement of Nightshift**

**Responsibility: Duty Manager / Shift Supervisor**

**Tasks**

[Redacted]

[Redacted]

**Responsibility: Night State Officer**

**Tasks**

[Redacted]

[Redacted]

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

[Redacted]

**Responsibility: On-coming shift employees**

**Tasks**

Follow the requests of the Gatekeeper or Night State Officer when entering the centre, this includes:

- having your YJNSW photo ID card available
- answering all COVID-19 screening questions honestly
- completing the COVID-19 Entry requirements with your details as required.

Enter the centre once your Identification is verified and the screening process is completed





<b>Step 2 – During Nightshift</b>
<b>Responsibility: Duty Manager / Shift Supervisor</b>
<b>Task</b> [Redacted] [Redacted] [Redacted] [Redacted]
<b>Responsibility: Night State Officer</b>
<b>Tasks</b> [Redacted] [Redacted] [Redacted] [Redacted]
<b>Responsibility: Shift employees</b>
<b>Tasks</b> [Redacted] [Redacted]



<b>Step 3 – Emergency Services entry and exit</b>
<b>Responsibility: Duty Manager / Shift Supervisor</b>
<b>Tasks</b> [Redacted] [Redacted] [Redacted]
<b>Responsibility: Night State Officer</b>
<b>Tasks</b> [Redacted] [Redacted] [Redacted] [Redacted]

█ [Redacted]  
█ [Redacted]



<b>Step 4 – Essential services entry and exit (e.g. food deliveries).</b>
<b>Responsibility: Night State Officer</b>
<b>Tasks</b> █ [Redacted] █ [Redacted] █ [Redacted]
<b>Responsibility: Duty Manager / Shift Supervisor</b>
<b>Tasks</b> █ [Redacted] █ [Redacted] █ [Redacted] █ [Redacted]



<b>Step 5 – Completion of nightshift</b>
<b>Responsibility: Night State Officer</b>
<b>Tasks</b> █ [Redacted] █ [Redacted] █ [Redacted] █ [Redacted] █ [Redacted] █ [Redacted]
<b>Responsibility: Departing Shift employees</b>
<b>Tasks</b> █ [Redacted] █ [Redacted]

## 5 Supporting documents:

This procedure is supported by the following documents:

### 5.1 Legislation:

- *Children (Detention Centres) Act 1987*
- *Children (Detention Centres) Regulations 2015*

### 5.2 Policy

- *Professional Visits Policy*
- *Procedures Dangerous Items*
- *Contraband*
- *Visits by Family and Significant Others*
- *Visits by Community Groups and Representatives*
- *Visits by Legal Representatives*
- *Visits by Media*
- *Visits by Oversight Bodies*
- *Visits by Police*



## 6 Document Information

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<b>Title:</b>	Gatekeeper & Night State Procedure
<b>Business Centre:</b>	Operations Unit
<b>Author:</b>	Project Officer (Custody)
<b>Approver:</b>	Director, Custodial Operations; Director, Policy and Practice
<b>Date of Effect:</b>	10 February 2021
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<b>Key Words:</b>	Gatekeeper, night, security, visitors, identification, Night State, Nightshift

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## 7 Document History

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Version	Date	Reason for Amendment
0.1	10 February 2021	New procedure developed in line with Centre Security Policy and recommendation 23 of the Shearer Report.

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