

Provision of non-fixed items to Young People in Segregation or Confinement Procedure

Essential Summary:

Audience

- **Youth Officers**
- **Unit Supervisor:** the person in charge of the unit at that time, including the Unit Manager or Shift Supervisor.
- **Centre Psychologist**
- **Centre Manager:** the person for the time being in charge of the centre.

When to use this procedure:

This procedure is to be used to risk assess the provision of a mattress and other non-fixed items to a young person when they have been placed in a room for a period of confinement or segregation.

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DOCUMENT DETAILS

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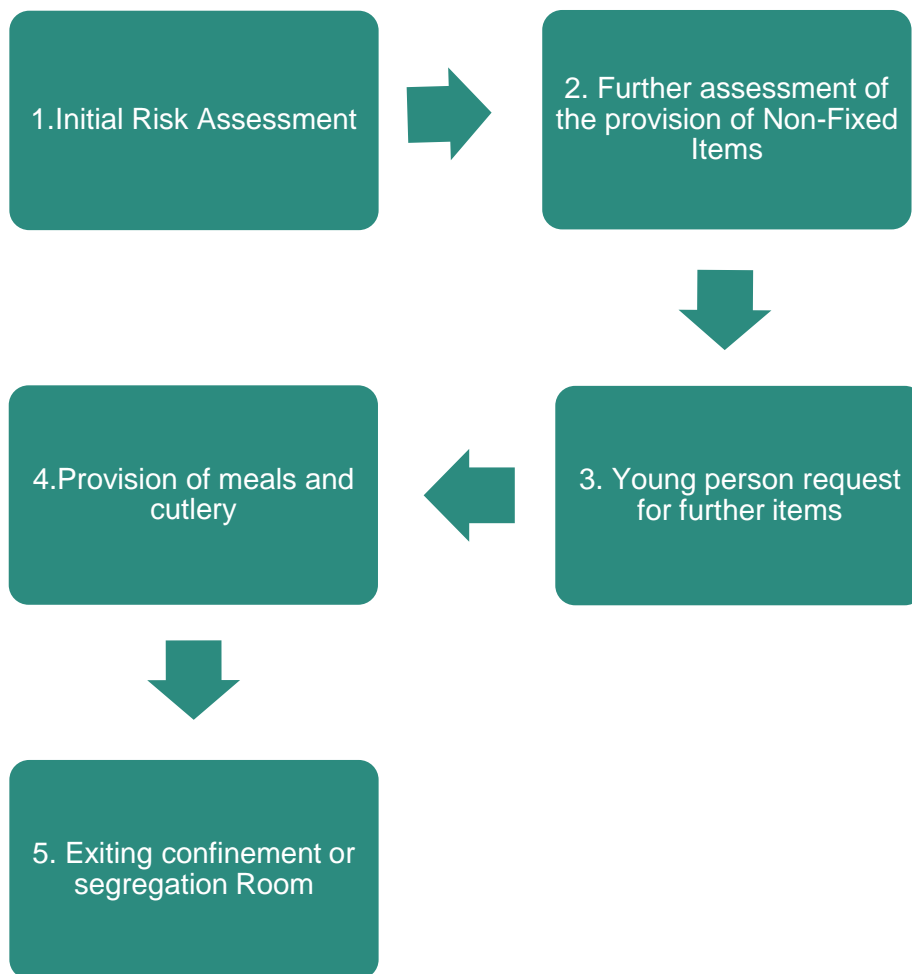
Ensure that this document is the latest version to use.

1 Purpose

The purpose of this procedure is to:

- inform Youth Justice Centre (YJC) employees of the steps required for risk assessing and safely providing non-fixed items, to a young person in confinement or segregation
- eliminate or minimise the risk of harm to both the supervising YJC employee(s) and the young person confined or segregated.

2 Process Map



3 Procedural Steps

Step 1 – Initial Risk Assessment

Responsibility: Unit Supervisor (the person in charge of the unit at the time)

Tasks

When the decision has been made to confine/segregate a young person, conduct an immediate initial risk assessment on the young person by considering their current demeanour/ behaviour and any alerts on the young person.

Determine whether the young person will serve their period of confinement/segregation in their own room or, where there is reason, in a specified confinement / observation (specified) room taking into account section 7.1 of the *Misbehaviour Policy*.

NOTE: No matter where a young person is being placed for segregation or confinement, a mattress must be in the room **unless**:

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

Where this occurs, inform supervising officers a mattress is to be provided as soon as the young person has settled. [REDACTED]

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

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Responsibility: Youth Officers

Tasks

[Redacted text]

Advise the Unit Supervisor of any concerns or changes in the young person's behaviour so they may further assess the provision or removal of further items

Responsibility: Centre Psychologist

Tasks

Where required, provide information and advice to employees on how to best manage a young person's risk.



Step 2 – Further assessment of the provision of non-fixed Items

Responsibility: Unit Supervisor

Tasks

Consider all initial and ongoing observations provided by the supervising officer(s) and the following risk documentation to determine the young person's risk level and if and when non-fixed can be provided to the young person;

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

Responsibility: Youth Officer

Tasks

[Redacted]

Inform the young person and discuss the consequences of misusing the non-fixed items being provided with the young person.

[Redacted]

[Redacted]



Step 3 – Young Person request for further items

Responsibility: Youth Officer

Tasks

If a young person makes a request for additional items, notify the Unit Supervisor and seek approval to provide the items and inform all unit employees of the Unit Supervisor's decision.

If approved provide the young person with additional items as instructed by the Unit Supervisor.

If the request was not approved discuss the reasoning with the young person. Notify the Unit Supervisor If there are any further request or issues,.

[Redacted]

Responsibility: Unit Supervisor

Tasks

Risk assess the provision of further additional items as per the risk assessment outlined in the Unit Supervisor tasks in step 2 of this procedure.

Advise the supervising officer of your decision and, if approved, provide instructions on the provision of requested items.



Step 4 – Provision of meals and cutlery

Responsibility: Unit Supervisor

Tasks

Instruct youth officers to enquire of the type of meal on the menu.

Determine through a risk assessment, as outlined in the Unit Supervisor tasks in step 2 of this procedure, whether the young person can use cutlery.

As a part of this risk assessment, if an alternative meal or no cutlery is preferred, also consider dietary requirements and other disadvantages or risks this alternative meal may pose to the young person.

Inform the supervising officer and unit employees of the decision.

If an alternative meal has been approved, instruct the supervising officer to contact and arrange the meal with the kitchen, making sure that the replacement meal is of equal quantity and sustenance of the menu meal.

Responsibility: Youth Officer

Tasks

Follow the Unit Supervisor's instructions on the provision of meals and use of cutlery.

When directed, contact and arrange an alternative meal with the kitchen, making sure that the replacement meal meets the same quantity and sustenance of the menu meal.



Step 5 – Exiting a specified confinement /segregation room

Responsibility: Unit Supervisor

Tasks

Instruct the unit employee(s) to remove all non-fixed items from the room and to leave the room clean and free of rubbish.

Instruct the unit employee(s) to notify you of any additional damage to the room.

██
██████████

Responsibility: Youth Officer

Tasks

After removing a young person from a specified confinement/ segregation room, remove all non-fixed items and any rubbish from the room.

Clean the room and if found, report any new damage to the Unit Supervisor.

4 Supporting Documents:

This procedure is supported the following documents:

4.1 Legislation

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

4.2 Policy

- *JJNSW Policy of Applying Powers and Responsibilities under the Children (Detention Centres) Act and Regulations*
- *Misbehaviour Policy*

4.3 Procedure

- *Misbehaviour*
- *Risk Assessment Procedure*
- *Segregation Procedure*
- *Supervision Procedure*

4.4 Resources

- *Rules for Segregation Resource*



5 Document Information

Title:	Provision of non-fixed Items to Young People in Segregation or Confinement Procedure
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6 Document History

Version	Date	Reason for Amendment
0.1	22/07/2020	Existing procedure reviewed, updated and transferred into new YJNSW procedure template in regard to a risk assessment of the provision of items.