

Detainee Request for Personal Time

When to use this procedure

Use this procedure when a detainee asks to spend time in their room outside routine room times (eg. bed time).

Don't use this procedure to direct a detainee into their room - decision must be initiated by detainee.

Staff may only direct a detainee to their room as part of routine (eg. bed time), for protection reasons (i.e. segregation) or as punishment (i.e. confinement).

There are separate procedures for each of these situations.

Before using this procedure

First time using this procedure? See and understand:

- [Duty of care](#)
- [Reasons for personal time](#)
- [Rules for personal time](#)
- [Time periods in personal time](#)

Start using this procedure

Your responsibilities

Find your role. Find what you need to do.

Role	When required	Responsibilities
All Staff	Always	All Staff steps
Unit Manager	Always	Unit Manager steps
Assistant Unit Manager	Always	Assistant Unit Manager steps
Shift Supervisor	Always	Shift Supervisor steps

Procedural steps

Role	Responsibilities
All staff	Acting as supervising staff The term 'Unit Supervisor' refers to the staff member who is in charge of the Unit at the time, which includes a Unit Manager, Assistant Unit Manager or Shift Supervisor. People you need: <ul style="list-style-type: none">• Unit Supervisor <ol style="list-style-type: none">1. Familiarise yourself with rules regarding detainee request for personal

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time.

2. If detainee asks to spend personal time in their room:
 - o **ask** detainee reason for request
 - o **check** any evidence of detainee's **need to spend personal time** in their room – e.g.:
 - homework task
 - behaviour that may result in an incident
 - question them about illness they're reporting (this may require consultation with Justice Health Registered Nurse).

- [REDACTED]

4. **Conduct** regular **in-person checks** of detainee once they're in their room, ensuring two staff members are present when door is unlocked and opened.

- [REDACTED]

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<p>Shift Supervisor, Assistant Unit Manager</p>	<p>People you need:</p> <ul style="list-style-type: none"> • Supervising staff <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>Unit Manager</p>	<p>People you need:</p> <ul style="list-style-type: none"> • Unit staff <ol style="list-style-type: none"> 1. Monitor use of this procedure in your unit. 2. Check it's not being used inappropriately/excessively. 3. Ensure staff aren't in breach of this procedure by directing detainees to their rooms rather than them making choice. 4. Discuss with all unit staff If there's evidence this procedure isn't being followed correctly. 5. Instruct them in correct application of this procedure.

Legislation

CHILDREN (DETENTION CENTRES) ACT 1987: No 57 Current Version 7/1/2011

S4 OBJECTS OF ACT

S14 FUNCTIONS OF THE DIRECTOR-GENERAL

S22 PROHIBITED PUNISHMENTS

CHILDREN (DETENTION CENTRES) REGULATION 2010:

CL8 HEALTH AND MEDICAL ATTENTION

CL9 MAINTENANCE OF PHYSICAL WELL-BEING OF DETAINEES

CL18 EDUCATION AND TRAINING

CL19 ACCESS TO PROGRAMS

CL63 ORDER GENERALLY

Change log

Date	Reason for change	Details of change
1 September 2009	All Juvenile Justice Centre Procedures have been changed to reflect the staffing restructure within Juvenile	The position of Unit Coordinator has been deleted and replaced with Shift

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	Justice Centres.	Supervisor or Assistant Unit Manager.
29 July 2011	Review of Legislative links	Review and update to current legislation and added links to current Act and Regulations.