



Youth Detention Centre OPERATIONAL POLICY

Title: YD-2-1 Youth detention – Admission of a young person

Policy statement:

Youth detention centres will:

- ensure a young person's admission to a youth detention centre is legal
- ensure a young person's admission to a youth detention centre respects, protects and promotes the young person's rights according to the *Human Rights Act 2019*
- ensure that it is safe for a young person to be admitted by undertaking risk assessments of the young person's safety and wellbeing
- not admit a young person who is injured, ill or intoxicated unless they have been examined and received appropriate treatment from a medical practitioner and a medical certificate is provided stating the young person is fit to be admitted
- ensure a young person receives an induction to the youth detention centre on admission and that the young person understands their rights and responsibilities as part of this process, and
- keep appropriate records of admission including a register of a young person's property.

Principles:

1. Legality of admission

1.1 A young person must not be admitted to a youth detention centre in the following circumstances:

- if appropriate documentation has not been received
- when a police officer or another agency directly requests an admission, or
- when the admitting officer judges by the appearance of the young person that they are injured, ill, intoxicated or drug affected.

1.2 If any of the above occurs, the admitting officer must advise the escorting police officers that the young person cannot be admitted at this time.¹

2. Risk assessment

Upon admission of a young person, the following risk assessments must take place:

2.1 suicide risk assessment

2.2 medical assessment

2.3 risk assessment to determine what type of search may be required

¹ If a young person arrives with a medical clearance from a process initiated by the Queensland Police Service, youth detention staff are still able to exercise their right to reject the admission if they are of the view that the young person is still not fit to be admitted. However, if the young person later returns with a medical clearance, the youth detention centre is then obligated to admit them.



2.4 risk assessment to determine if the young person requires management as a special interest young person

2.5 risk assessment to determine whether the young person is suitable to room share with another young person.

3. Induction

3.1 The induction process is critical and must be completed no later than one day after admission. It may be delivered in several stages and different staff may complete different parts of the process.

3.2 Induction is a priority and, unless exceptional circumstances exist, takes precedence over structured day attendance.

3.3 During the induction process, the young person must be advised about:

- why they have been detained
- how long they will be detained for
- how they can access legal services during detention
- cultural and religious support available to them
- programs and activities available to them
- the routine of the day
- rules governing the youth detention centre
- the types of behaviour that are supported and not supported in the centre
- the types of behaviour for which a young person may be disciplined
- their rights and responsibilities
- the Charter of Youth Justice Principles
- their avenues for lodging grievances and complaints
- the obligation of staff to report any harm (including the definition of harm) young people may experience during detention.

3.4 As part of this process, a young person must be given the opportunity to view the induction video and must be provided an induction booklet. Staff must read the induction booklet with the young person and ensure they understand its contents. Young people should be encouraged to ask questions or raise any concerns they may have.

3.5 As part of the young person's induction, they will be provided with information relating to the use of surveillance technology in youth detention, including CCTV and body worn cameras. The information will outline the circumstances where visual and audio footage may be captured, who will have access to the footage, and why.

4. Record keeping

4.1 All admissions must be recorded in DCOIS. DCOIS specifically provides dedicated tabs and fields to record details about:

- pre-admission
- escort
- admission
- section induction (uploaded as an attachment).

5. Additional considerations for transgender and intersex young people

5.1 As part of the admission process, staff must ask all young people the gender they identify with in accordance with the admission checklist.

5.2 Staff must ask a young person who identifies as transgender or intersex to nominate the sex of the staff member they feel most comfortable searching them. This must be done prior to any



clothed or partially clothed searches occurring. Refer to policy YD-4-2: Search of a young person for more information.

- 5.3 The young person's preference for the sex of the staff member they feel most comfortable searching them must be documented in writing, formally endorsed by the young person and witnessed by a staff member in a Search preference consent form. Once completed, this form should be scanned and attached to the young person's summary in DCOIS.
- 5.4 If a young person discloses their sexual orientation, gender identity or gender expression, staff should talk with the young person in an open, understanding and non-judgemental manner to determine if the young person has any concerns or needs.
- 5.5 The above information will also inform the young person's accommodation support plan. Refer to Chapter 1, section 1.6 Management of transgender or intersex young people for more information about the accommodation support plan and other case and operational management considerations.

Objectives:

This policy is part of a suite of policies and processes developed to ensure that the admissions process meets the requirements of the *Youth Justice Act 1992*, the *Youth Justice Regulation 2016*, and the *Human Rights Act 2019*.

Scope:

This policy applies to young people who are admitted to a youth detention centre when they have been refused bail, remanded in custody or sentenced to detention.

This policy is to be read in conjunction with:

- Policy YD-1-4: Room sharing
- Policy YD-1-5: Provision of health services to young people
- Policy YD-1-6: Suicide and self harm risk management
- Policy YD-4-2: Search of a young person
- Chapter 1: Care and management of young people, Youth Detention Centre Operations Manual
- Chapter 2: Admission, external movement, transfer and release, Youth Detention Centre Operations Manual.

Roles and responsibilities:

- Section supervisor and youth worker:
 - complete induction processes
 - complete admission documentation
 - complete movement records in DCOIS.
- Shift supervisor (or delegate):
 - undertake the induction of the young person
 - complete all associated record keeping responsibilities
 - complete all required risk assessments,
 - take appropriate action if the young person appears to have any immediate or urgent support or health needs, or poses an immediate or urgent risk to the security or good order of the centre



- ensure a young person assessed as being at risk of suicide is observed according to relevant procedures.
- Executive director:
 - advise and liaise with appropriate stakeholders in the event a young person is unable to be admitted for legal or medical reasons
 - ensure youth detention staff understand their obligations and responsibilities in accordance with this policy and ensuring practice complies with this policy.
- Director, Secure Services Operations and Practice:
 - review and update the induction booklet as required
 - provide practice support and advice to youth detention staff and youth detention management about issues relating to compliance with this policy, and
 - review and update this policy as required.

Authority:

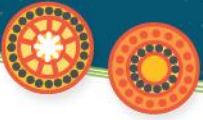
Youth Justice Act 1992
Youth Justice Regulation 2016

Definitions:

For the purpose of this policy, the following definitions shall apply:

Term	Definition
Executive director	Means the director of the youth detention centre.
Special interest young person	Refers to a security rating given to a young person who requires specific risk management to reduce risks to themselves, other young people and centre staff and property. These higher risk young people will be identified as special interest young people (SIYP).
Structured day	Refers to the daily timetable of activities that young people participate in each day. Structured day begins at 7:00am and ends around 7:30 to 7:45pm, after which overnight lockdown commences.

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Date to be reviewed: 13 February 2023

Office: Youth Justice Secure Services Operations and Practice

Links:

[Australasian Youth Justice Administrators \(AYJA\) service standards for juvenile custodial facilities](#)

[United Nations Rules for the Protection of Young People Deprived of Their Liberty 1990](#)

[Human Rights Act 2019](#)

[Queensland Human Rights Commission](#)

[Youth Justice policies](#)

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