

Youth detention centre

OPERATIONAL POLICY

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

Policy statement

Youth detention centres (YDCs) must ensure all admissions are legal, and promote the safety, wellbeing and human rights of young people.

In doing so, sections 56 and 210 of the *Youth Justice Act 1992* will be considered in relation to determining the date of admission. During periods where demand exceeds YDC capacity, state-wide prioritisation processes will be activated¹.

Accordingly, YDCs will:

- admit young people in accordance with prioritisation advice during periods where demand exceeds YDC capacity
- ensure a young person's admission to a YDC is legal and the correct documentation has been received
- ensure that it is safe for a young person to be admitted by undertaking health and risk assessments of the young person's safety and wellbeing
- not admit a young person who is injured, ill or intoxicated and needs immediate medical treatment, 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 that explains their rights, responsibilities and services and supports available in a YDC
- keep appropriate records of the admission, including a register of a young person's personal property.

Principles

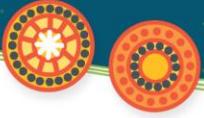
1. Prioritisation of young people for admission

1.1 During periods when demand for beds exceeds YDC capacity, the department will operate admission prioritisation processes to ensure those most vulnerable are prioritised for admission, as per sections 56 and 210 of the *Youth Justice Act 1992*. These processes will be led by the Admission Coordination Unit (ACU).

1.2 The ACU will provide daily² advice to YDCs about prioritisation based on an assessment of young people's risks, needs and vulnerability. Prioritisation will also consider other relevant factors such as YDC and Queensland Police Service (QPS) operational, safety, security and

¹ Youth Detention Operations and Reform will provide daily (Monday to Friday) advice to relevant internal and external stakeholders (including YDCs and QPS) confirming if statewide prioritisation processes have been activated.

² Monday to Friday.



workforce factors. Separate prioritisation lists will be prepared for each catchment and will be sorted by cohort (age and gender), as per each YDC's accommodation model.

- 1.3 Prioritisation advice will also consider any out-of-catchment transfers necessary to ensure young people are admitted to the first available bed and time in watchhouses is minimised. Transfers will be considered in collaboration with YDCs and regional stakeholders and will primarily consider what is in the best interest of the young person to ensure their safety and wellbeing.
- 1.4 Once prioritisation advice is received, the responsibility passes to the YDC to oversee and conduct the admission process. YDC shift supervisors will reserve available beds and contact the relevant watchhouses to confirm acceptance of the admission and request transport of the young person.

2. Legality of admission

2.1 A young person must not be admitted to a YDC 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 or intoxicated and needs immediate medical treatment. As part of this process, the shift supervisor, who has the delegation to reject an admission, may seek expert advice from YDC nursing staff to inform this decision.

2.2 If any of the above occurs, the admitting officer must advise the on call manager and escorting QPS officers that the young person cannot be admitted at this time.³

2.3 In the event of a public health emergency, admissions may also be guided by Queensland Health advice and any relevant Directions from the Chief Health Officer.

3. Risk assessments, complaints and other considerations

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

- suicide risk assessment
- medical assessment
- risk assessment to determine what type of search may be required
- risk assessment to determine if the young person requires management as a special interest young person
- risk assessment to determine whether the young person is suitable to room share with another young person

3.2 Relevant information systems must also be reviewed to identify if the young person is a party to an active domestic violence order (DVO)⁴.

3.3 Ensure the young person's time in QPS custody is considered throughout the admission process, including any safety, health and wellbeing concerns that may have been identified. Specifically:

- nursing staff must be advised of any health issues that may impact the young person's admission⁵ to inform the medical assessment

³ If a young person arrives with a medical clearance from a process initiated by QPS, YDC 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 YDC is then obligated to admit them.

⁴ As either the aggrieved or respondent.

⁵ As per section 11 of the *Youth Justice Regulation 2016*. This step may be completed by multiple roles, including those external to the YDC. Refer to the roles and responsibilities section.



- operational staff must:
 - consider any relevant information provided as part of prioritisation advice that may inform the young person's safety, health and wellbeing needs⁶
 - as per operational policy YD-1-9 complaints management, advise the young person they can make a complaint about their experience or treatment while in QPS custody⁷
 - refer the young person to the psychologist if they are presenting with any immediate mental health concerns
- caseworkers must:
 - complete a general wellbeing check as part of the casework intake process and assess the need for a referral to a psychologist. Record the wellbeing check and any referrals in the casework intake documentation on ICMS
- upon receipt of any referrals, the psychologist will review the young person as part of standard SRAT procedures or within two business days.

4. Induction

4.1 The induction process must be prioritised, and should wherever possible, be completed within the first 24 hours following admission. It may be delivered in several stages and different staff may complete different parts of the process.

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

- why they have been detained
- how long they will be detained and how they can access legal services and support
- cultural and religious support available to them
- programs and activities available to them
- daily routine
- the behaviour support framework, including types of behaviour that are supported and not supported in the centre, and where consequences may apply
- their rights and responsibilities
- the Charter of Youth Justice Principles
- their avenues for lodging grievances and complaints, as per operational policy YD-1-9 complaints management
- the obligation of staff to report any harm young people may experience while in detention.

4.3 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.

4.4 As part of the young person's induction, they will also 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.

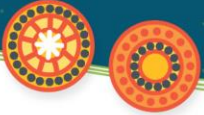
5. Record keeping

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

- pre-admission

⁶ Noting this must not be solely relied upon, and all information systems must be reviewed when a young person is admitted.

⁷ Including during the arrest process, transport or while in a watchhouse.



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

5.2 In extenuating circumstances, Youth Justice After Hours (YJAH) may commence a draft pre-admission event in DCOIS. Shift supervisors will be notified of these instances, to ensure they can action any other pre-admission tasks.

6. Additional considerations for transgender, non-binary and intersex young people

- 6.1 As part of the admission process, staff must ask all young people the gender they identify with in accordance with the admission checklist.
- 6.2 Staff must ask a young person who identifies as transgender, non-binary or intersex to nominate the sex of the staff member they feel most comfortable to be searched by (male or female). This must be done before any clothed or partially clothed searches occur. Refer to policy YD-4-2: Search of a young person for more information.
- 6.3 The young person's preference for the sex of the staff member they feel most comfortable searching them must be:
- documented in writing in a search preference consent form
 - formally endorsed by the young person, and
 - witnessed by a staff member.

Once completed, this form should be scanned and attached to the young person's summary in DCOIS.

- 6.4 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.
- 6.5 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 YDC when they have been refused bail, remanded in custody or sentenced to detention. To remove any doubt, this policy also applies to young people transferred between YDCs (i.e. a young person goes through the admission process upon arrival at their new centre).

This policy is to be read in conjunction with:

- policy YD-1-4: Room sharing
- policy YD-1-5: Provision of medical and other health services
- 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 (specifically the case management intake section)



- chapter 2: Admission, external movement, transfer and release, Youth Detention Centre Operations Manual (specifically the admission section).

Roles and responsibilities

- ACU:
 - undertake daily prioritisation assessments and provide YDCs prioritisation advice
 - communicate any health and wellbeing issues identified during a young person's stay in a watchhouse that may impact a young person's admission (i.e. in relation to section 11 of the *Youth Justice Regulation 2016*) to the shift supervisor and/or nursing staff as required
- Cultural unit and/or cultural staff:
 - support the admission process as required, including by directly supporting to young people and providing input into assessments, supports and interventions.
- Director, Youth Detention Operations:
 - review and update this policy
 - provide practice advice to support compliance with this policy.
- Executive director, youth detention centre:
 - ensure YDC staff understand their obligations and responsibilities in accordance with this policy and ensure practice complies with this policy.
- Manager or advisor, client relations:
 - refer and manage complaints as required.
- Multi-disciplinary staff:
 - undertake the casework intake process
 - as required, action suicide risk assessments, other reviews, assessments, therapeutic support and referrals as required.
- Section supervisor:
 - support young people through the induction process
 - complete all required record keeping tasks.
- Shift supervisor:
 - ensure all DCOIS pre-admission and admission records are complete
 - ensure relevant watchhouses are contacted to arrange transport of young people
 - take appropriate action and liaise with relevant stakeholders in the event a young person is unable to be admitted for legal or medical reasons
 - ensure the young person's information on ICMS and DCOIS is reviewed and all required risk assessments are complete
 - ensure a young person's stay in a watchhouse is considered as part of the admission process
 - ensure a young person assessed as being at risk of suicide or self-harm is observed according to their assessed risk level
 - ensure the young person receives an induction.
- Training team:
 - ensure training content complies with relevant policies and procedures
 - contribute to policy and procedure reviews as required.



Authority

Youth Justice Act 1992

Youth Justice Regulation 2016

Delegations

Position	Delegation
Deputy Director-General Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Director, Statewide Intel and Secure Services Support Assistant Director, Youth Detention Centre Manager, Client Relations, Youth Detention Centre Manager, Practice Support, Youth Detention Centre Manager, Admission Coordination Unit Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Structured Day Coordinator, Youth Detention Centre Section Supervisor, Youth Detention Centre Senior Intelligence Officer, Youth Detention Centre	<i>Youth Justice Act 1992</i> Section 56 (2) – Receive young person into custody from the commissioner of the police service as soon as reasonably practicable after notifying the commissioner for Police of factors outlined in section 56(3)
Deputy Director-General Senior Executive Director, Youth Detention Operations and Reform Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Director, Statewide Intel and Secure Services Support Assistant Director, Youth Detention Centre Manager, Client Relations, Youth Detention Centre Manager, Practice Support, Youth Detention Centre Manager, Admission Coordination Unit Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Structured Day Coordinator, Youth Detention Centre Section Supervisor, Youth Detention Centre Senior Intelligence Officer, Youth Detention Centre Senior Detention Youth Worker, Youth Detention Centre Advisor, Client Relations, Youth Detention Centre Intelligence Officer, Youth Detention Centre Detention Youth Worker, Youth Detention Centre Visits Coordinator, Youth Detention Centre Systems Support Officer, Youth Detention Centre	<i>Youth Justice Act 1992</i> Section 56 (3) – The chief executive must— a) notify the commissioner of the police service of the date from which delivery of the child into the chief executive's custody will be accepted; and b) fulfil the duty under paragraph (a) as soon as reasonably practicable in all the circumstances, including, for example, the number of children held by the commissioner and the capacity of detention centres.
Deputy Director-General Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Director, Statewide Intel and Secure Services Support Assistant Director, Youth Detention Centre Manager, Client Relations, Youth Detention Centre Manager, Practice Support, Youth Detention Centre Manager, Admission Coordination Unit Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Structured Day Coordinator, Youth Detention Centre Section Supervisor, Youth Detention Centre Senior Intelligence Officer, Youth Detention Centre	<i>Youth Justice Act 1992</i> Section 56 (4) – In deciding the date for receipt of custody, the chief executive must have regard to the information available to prioritise custody in (4)(a)(b)(c).
Deputy Director-General Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre	<i>Youth Justice Act 1992</i> Section 56 (10) – Subject to subsection (11), the chief executive may keep a child mentioned in subsection (1) who is in the chief



<p>Director, Statewide Intel and Secure Services Support Assistant Director, Youth Detention Centre Manager, Client Relations, Youth Detention Centre Manager, Practice Support, Youth Detention Centre Manager, Admission Coordination Unit Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Structured Day Coordinator, Youth Detention Centre Section Supervisor, Youth Detention Centre Senior Intelligence Officer, Youth Detention Centre Senior Detention Youth Worker, Youth Detention Centre Advisor, Client Relations, Youth Detention Centre Intelligence Officer, Youth Detention Centre Detention Youth Worker, Youth Detention Centre Visits Coordinator, Youth Detention Centre Systems Support Officer, Youth Detention Centre</p>	<p>executive's custody in places that the chief executive determines from time to time.</p>
<p>Deputy Director-General Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Director, Statewide Intel and Secure Services Support Assistant Director, Youth Detention Centre Manager, Client Relations, Youth Detention Centre Manager, Practice Support, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i> Section 210 (2) – Receive a child from QPS into custody following a court making a detention order as soon as reasonably practicable after the date the chief executive notifies to the commissioner under subsection (3).</p>
<p>Deputy Director-General Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Director, Statewide Intel and Secure Services Support Assistant Director, Youth Detention Centre Manager, Client Relations, Youth Detention Centre Manager, Practice Support, Youth Detention Centre Manager, Admission Coordination Unit Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Structured Day Coordinator, Youth Detention Centre Section Supervisor, Youth Detention Centre Senior Intelligence Officer, Youth Detention Centre Senior Detention Youth Worker, Youth Detention Centre Advisor, Client Relations, Youth Detention Centre Intelligence Officer, Youth Detention Centre Detention Youth Worker, Youth Detention Centre Visits Coordinator, Youth Detention Centre Systems Support Officer, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i> Section 210 (2A) – Notify Police commissioner the date from which delivery of the child will be accepted; and all other the circumstances, including, for example, the number of children held by the commissioner and the capacity of detention centres.</p>
<p>Deputy Director-General Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Director, Statewide Intel and Secure Services Support Assistant Director, Youth Detention Centre Manager, Client Relations, Youth Detention Centre Manager, Practice Support, Youth Detention Centre Manager, Admission Coordination Unit Unit Manager, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i> Section 210 (2B) – Determine the date of receipt of child into custody based on prioritisation process outlined under the Act regarding the child, other children and the impact of compliance on operation of custodial settings.</p>
<p>Deputy Director-General Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Director, Statewide Intel and Secure Services Support Assistant Director, Youth Detention Centre Manager, Client Relations, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i> Section 210(2C) – A failure of the chief executive to provide procedural fairness to the child in deciding the date under subsection (4) does not affect the validity of the decision.</p>



<p>Manager, Practice Support, Youth Detention Centre Manager, Admission Coordination Unit Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Structured Day Coordinator, Youth Detention Centre Section Supervisor, Youth Detention Centre Senior Intelligence Officer, Youth Detention Centre Senior Detention Youth Worker, Youth Detention Centre Advisor, Client Relations, Youth Detention Centre Intelligence Officer, Youth Detention Centre Detention Youth Worker, Youth Detention Centre Visits Coordinator, Youth Detention Centre Systems Support Officer, Youth Detention Centre</p>	
<p>Deputy Director-General Assistant chief operating officer Senior Executive Director, Youth Detention Operations and Reform Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre Director, Statewide Intel and Secure Services Support</p>	<p><i>Youth Justice Act 1992</i> Section 263 (2), (5) – May issue directions, codes, standards and guidelines for the security and management of detention centres and the safe custody and wellbeing of children in detention. Must ensure principles are complied with in relation to each child detained in a detention centre.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre Client Services Manager, Youth Detention Centre Cultural Unit Manager, Youth Detention Centre Team Leader, Youth Detention Centre Caseworker, Youth Detention Centre Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Section Supervisor, Youth Detention Centre Structured Day Coordinator, Youth Detention Centre Visits Coordinator, Youth Detention Centre Senior Detention Youth Worker, Youth Detention Centre Detention Youth Worker, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i> Section 267 (1) – Must ensure that as soon as practicable after a child is admitted to a detention centre, the child is given a document containing specified information.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre Unit Manager, Youth Detention Centre Client Services Manager, Youth Detention Centre Team Leader, Youth Detention Centre Caseworker, Youth Detention Centre Shift Supervisor, Youth Detention Centre Section Supervisor, Youth Detention Centre Structured Day Coordinator, Youth Detention Centre Visits Coordinator, Youth Detention Centre Cultural Liaison Officer, Youth Detention Centre Senior Detention Youth Worker, Youth Detention Centre Detention Youth Worker, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i> Section 267 (2) – Must ensure the information in the document is orally explained to the child having regard to the child's age and ability to understand.</p>
<p>Deputy Director-General Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre</p>	<p><i>Youth Justice Act 1992</i> Section 305 (2) – The chief executive on request must give information about the whereabouts of a child to the parent if the child is in the chief executive's custody or the chief executive knows where the child is.</p>



<p>Regional Executive Director Regional Director, Youth Justice Director, Youth Justice Regional Operations Director, Statewide Intel and Secure Services Support Manager, Child Safety After Hours Service Centre Manager, Youth Justice Service Centre Manager, Office of the Regional Director Manager, Brisbane Court Unit, Youth Justice Manager, Youth and Family Support Services Manager, Specialist Youth Crime Rapid Response Group Senior Practitioner, Child Safety After Hours Centre Unit manager, Youth Detention Centre Manager, Court and Regional Operations Practice Support Client Services Manager, Youth Detention Centre Cultural Unit Manager, Youth Detention Centre Team Coordinator, Youth Justice Service Centre Team Leader, Child Safety After Hours Service Centre Team Leader, Youth Detention Centre Team Leader, Youth Justice Service Centre Team Leader, (Intensive Case Management), Youth Justice Service Centre Program Coordinator, Youth Justice Service Centre Child safety officer, Child Safety After Hours Service Centre Caseworker, Youth Justice Service Centre Court Coordinator, Youth Justice Service Centre Shift supervisor, Youth Detention Centre Aboriginal and Torres Strait Islander Programs Support Officer, Youth Detention Centre Aboriginal and Torres Strait Islander Transition Officer, Youth Detention Centre Program Coordinator, Youth Detention Centre Program Support Officer, Youth Detention Centre</p>	
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre Unit manager, Youth Detention Centre Shift supervisor, Youth Detention Centre</p>	<p><i>Youth Justice Regulation 2016</i> Section 11 (2) – Must not admit the child to the detention centre unless the child has been examined by a doctor and given any immediate medical treatment required and the doctor has given the chief executive a medical certificate stating the child is medically fit to be admitted to the detention centre.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre Unit Manager, Youth Detention Centre Client Services Manager, Youth Detention Centre Cultural Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Team Leader, Youth Detention Centre Caseworker, Youth Detention Centre Cultural Liaison Officer, Youth Detention Centre Section Supervisor, Youth Detention Centre Structured Day Coordinator, Youth Detention Centre Senior Detention Youth Worker, Youth Detention Centre Detention Youth Worker, Youth Detention Centre</p>	<p><i>Youth Justice Regulation 2016</i> Section 13 – Inform child of particular rights on admission.</p>
<p>Deputy Director-General Assistant Chief Operating Officer Senior Executive Director</p>	<p><i>Youth Justice Regulation 2016</i> Section 14 (1) – As soon as practicable after a child's admission to a detention centre, the chief executive must make a record in the</p>



Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Section Supervisor, Youth Detention Centre Senior Detention Youth Worker, Youth Detention Centre Detention Youth Worker, Youth Detention Centre	property register particulars of the property in the child's possession on admission, sign the record and ask the child to sign the record.
Deputy Director-General Assistant Chief Operating Officer Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre Client Services Manager, Youth Detention Centre Cultural Unit Manager, Youth Detention Centre Team Leader, Youth Detention Centre Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Structured Day Coordinator, Youth Detention Centre Section Supervisor, Youth Detention Centre Senior Detention Youth Worker, Youth Detention Centre Detention Youth Worker, Youth Detention Centre	<i>Youth Justice Regulation 2016</i> Section 15 (1), (2) – Must, as soon as practicable after a child is admitted to a detention centre, give the child written notice of types of behaviour which is likely to result in discipline. Must ensure information in notice is explained to the child having regard to the child's age and ability to understand.
Deputy Director-General Senior Executive Director Executive Director, Youth Detention Centre Deputy Director, Youth Detention Centre Assistant Director, Youth Detention Centre Practice Support Manager, Youth Detention Centre Unit Manager, Youth Detention Centre Shift Supervisor, Youth Detention Centre Senior Intelligence Officer, Youth Detention Centre	<i>Youth Justice Regulation 2016</i> Section 33 (2) – May examine the property and, after examining the property, make a decision about keeping the property in safe custody while the child is detained, returning the property, allowing the child to keep the property, disposing of the property, transferring the property to another person or imposing restrictions of the use or possession of the property.

Definitions

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

Term	Definition
Accommodation model	The operating model each YDC uses to accommodate young people by age, gender, development, risk and behaviour support requirements.
ACU	The department's admission coordination unit. Information about the ACU is available on the intranet under 'Young people in police watchhouses'.
Casework intake	The intake process actioned by the young person's caseworker and other multi-disciplinary team members. The casework intake process is explained in detail in chapter 1, Youth Detention Centre Operations Manual.
Catchment	The geographical area that determines the desired YDC a young person will be admitted to (i.e. from Rockhampton and north is CYDC catchment)
Daily routine	A schedule of activities for young people which is designed to replicate, as close as possible, the normal daily living routine of most adolescents while providing access to educational, vocational, developmental, offence focused, cultural and recreation programs. Daily routine begins at 7:00am and ends at approximately 7:30pm.
Prioritisation advice	Advice prepared by the ACU to prioritise young people to be admitted to a YDC based on the factors outlined in section 56(4) of the <i>Youth Justice Act 1992</i> . This includes consideration of a range of issues relevant to a young person's vulnerability, safety and wellbeing (including age, gender, risk assessments, location); and YDC and QPS operational, safety, security and workforce factors.



SRAT	The onsite Suicide Risk Assessment Team.
Youth Detention Operations and Reform	Also referred to as YDOR. YDOR is responsible for the management and delivery of youth detention operations in Queensland.

Human rights compatibility statement

Youth Justice is committed to respecting, protecting and promoting human rights. Under the [Human Rights Act 2019](#), Youth Justice has an obligation to act and make decisions in a way that is compatible with and properly considers human rights. When making a decision about the care and management of young people, decision-makers must comply with that obligation.

Multicultural Queensland Charter

Youth Justice supports the [Multicultural Queensland Charter](#), established under the *Multicultural Recognition Act 2016* (Qld). The Charter seeks to promote Queensland as a unified, harmonious and inclusive community.

Child safe standards

The Royal Commission into Institutionalised Responses to Child Sexual Abuse developed several national [child safe standards](#) for institutions and organisations working with children. Youth Justice is cognisant of these standards when considering operational practice guidelines and service delivery in community and youth detention centres.

State disability plan

Youth Justice will work with our partners to build a fairer, more inclusive Queensland where people with a disability, their families and carers are able to access the same opportunities, on the same basis as everyone else. We will take actions to progress the priorities of [Queensland's state disability plan](#) and support improved access to services for Queenslanders with disability.

Feedback and reflective practice

Youth Justice recognise that best practice is a constantly evolving process. The Youth Justice Framework for Practice posits that our values guide us in all aspects of our work, including a departmental commitment to continuous improvement and effectiveness. All Youth Justice staff are encouraged to provide feedback about operational policies and procedures to inform routine review of our work to maintain a high standard of service delivery. Please make your views known through your management team or by emailing YDCPracticeEnquiries@cyjma.qld.gov.au.

Version number: 1.7

Date of approval: 6 October 2023

Approved by: 1.0 Director-General, DCSYW (2 November 2016)

- 1.1 Director, Practice, Program and Design (16 November 2017)
- 1.2 YDC executive directors (3 October 2018)
- 1.3 Deputy Director-General, DYJ (2 December 2019)
- 1.4 YDC executive directors (13 February 2020)



- 1.5 Director, Statewide Intel and Secure Services Support (5 September 2022)
- 1.6 YDC executive directors (5 April 2023)
- 1.7 Senior Executive Director, Youth Detention Operations and Reform (6 October 2023)

Date of operation: 6 October 2023

Date to be reviewed: Three years from the date of approval

Office: Youth Detention Operations
Help contact: YDCPracticeEnquiries@cyjma.qld.gov.au

Communication strategy

- ☒ publish on intranet
- ☒ publish on internet
- ☒ advise staff to read
- ☒ supervisors discuss with direct reports

Links

[Admission interview checklist](#)

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

[Human Rights Act 2019](#)

[Queensland Human Rights Commission](#)

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

Young people in police watchhouses

Watchhouse MOU

Youth Detention Centre Operations Manual

Youth Justice delegations

Youth Justice policies

Bob Gee

Director-General