



Youth Custodial Rule 302

Assessment of detainees and case planning

Legislation referred to: [Young Offenders Act 1994](#)
[Young Offenders Regulations 1995](#)

1. Purpose

Case management is the process by which detainees are assisted to achieve the goals identified in their individual case plans.

This Youth Custodial Rule provides principles governing the initial assessment process and ongoing case management of detainees.

2. Scope

This Youth Custodial Rule applies to all Youth Custodial Services (YCS) staff and contractors and should be read in conjunction with all relevant Youth Custodial Rules, Standing Orders and Departmental policies and procedures.

3. Principles

- 3.1 Adequate information about the assessment process, both written and verbal, is provided to the detainee during orientation.
- 3.2 Consultation with detainees shall take place during the preparation of all assessment reports.
- 3.3 Questions should be asked of the detainee to obtain their views on all matters of relevance to decision makers. There should not be any matters withheld from the detainee, unless there is an identified risk to the safety of staff, detainees, a particular member of the public or the good order of the facility.
- 3.4 Every effort is made to involve the detainee's parents or caregiver in the assessment, placement and case plan.
- 3.5 All eligible detainees shall be the subject of a Youth Assessment and Review Meeting (YARM), within the timeframes prescribed in Standing Orders. Case plans developed at the YARM shall be subject to regular reviews.
- 3.6 If a detainee is unable to read, a YCS staff member shall read the relevant document to the detainee and ensure the detainee understands the meaning of what was read.
- 3.7 If a detainee is unable to understand english, an interpreter who is fluent in the language spoken by the detainee will be contacted by YCS as soon as practicable.

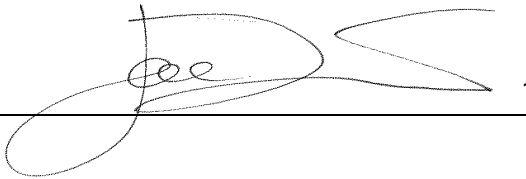
3.8 Information regarding a detainee's progress in the YCS facility shall be exchanged with Adult Justice Services and Youth Justice Services as deemed appropriate.

Approval


Rule made pursuant to Section 181 (1) of the *Young Offenders Act 1994* and *Young Offenders Regulations 1995*, by the Commissioner being the Chief Executive Officer of the Department of Corrective Services with the approval of the Minister for Corrective Services.

On the 13th day of March 2014

Minister



Commissioner



On the recommendation of the Deputy Commissioner Youth Justice Services and the Director Youth Custodial Services.



**Deputy Commissioner
Youth Justice Services**



**Director
Youth Custodial Services**

Version history

Version	Approved	Effective from
First published as Juvenile Custodial Rule 302 - Assessment of Detainees and Case Planning procedures	25 April 2001	25 April 2001
Rules amended	17 July 2008	17 July 2008
Renamed – Youth Custodial Rule 302 - Assessment of detainees and case planning	27 August 2012	27 August 2012
Rule updated and procedural detail moved to Standing Orders	13 March 2014	5 May 2014