COPP 6.1 Behaviour Standards and Behaviour Management

Youth Detention Centres

|  |
| --- |
| PrinciplesIn context of the:[Australian Human Rights Commission National Principles for Child Safe Organisations, 2019](https://childsafe.humanrights.gov.au/sites/default/files/2019-02/National_Principles_for_Child_Safe_Organisations2019.pdf):Ongoing supervision and people management is focused on child safety and wellbeing.Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.[Australasian Juvenile Justice Administrators, Juvenile Justice Standards 2009](https://www.ayja.org.au/wp-content/uploads/2020/03/2009-AJJA-Juvenile-Justice-Standards-Part-1-and-2.pdf):Children, young people and families are provided with information about their rights and responsibilities in the Justice system.Custodial environments are safe and secure.. |

Contents

[1 Scope 4](#_Toc147221473)

[2 Policy 4](#_Toc147221474)

[3 Behaviour Management Principles 5](#_Toc147221475)

[4 Communication 5](#_Toc147221476)

[5 Detainee Behaviour Expectations 6](#_Toc147221477)

[6 Behaviour Categories 6](#_Toc147221478)

[6.1 Positive behaviours 6](#_Toc147221479)

[6.2 Unacceptable behaviour 7](#_Toc147221480)

[7 Security and Control 7](#_Toc147221481)

[7.2 Covering closed circuit television (CCTV 8](#_Toc147221482)

[7.3 Damage to infrastructure 8](#_Toc147221483)

[7.4 At risk management checks 8](#_Toc147221484)

[8 Behaviour Management Options 9](#_Toc147221485)

[8.2 De- escalation 9](#_Toc147221486)

[8.4 Supporting behavioural change 10](#_Toc147221487)

[8.5 Time out 11](#_Toc147221488)

[8.6 Failure to comply with a “time-out” instruction 12](#_Toc147221489)

[8.7 Counselling by Custodial Officers 12](#_Toc147221490)

[8.8 Formal cautioning 13](#_Toc147221491)

[8.9 Peer Support Group 13](#_Toc147221492)

[8.10 Behaviour support 13](#_Toc147221493)

[8.11 Additional duties 13](#_Toc147221494)

[8.12 Withdrawal of privileges 14](#_Toc147221495)

[8.13 Review of withdrawing a privilege 14](#_Toc147221496)

[8.14 Loss of gratuities 14](#_Toc147221497)

[8.15 Deduction of gratuities 15](#_Toc147221498)

[9 Personal Support Plans and Individual Engagement Plans 16](#_Toc147221499)

[9.1 Personal support plans 16](#_Toc147221500)

[9.2 Individual engagement plans 16](#_Toc147221501)

[10 Offences and Charges 16](#_Toc147221502)

[11 Confinement 17](#_Toc147221503)

[12 Annexures 18](#_Toc147221504)

[12.1 Appendix 18](#_Toc147221505)

[12.2 Related COPPs and documents 18](#_Toc147221506)

[12.3 Definitions 18](#_Toc147221507)

[12.4 Related legislation 19](#_Toc147221508)

[13 Assurance 19](#_Toc147221509)

[Document version history 20](#_Toc147221510)

[Appendix A – Detainee Behaviour Expectations 21](#_Toc147221511)

# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all Custodial Officers and staff who in their employment carry out specific operational functions at a Youth Detention Centre (YDC).

# Policy

This COPP provides the basis for the behaviour management of detainees, in accordance with a trauma informed model.

Promoting a trauma informed environment with consistent boundaries as well as ensuring detainees are treated lawfully, humanely, fairly and equally, assists in providing a stable environment for detainees placed at a YDC.

Promoting a safe and structured environment with consistent limits, boundaries and incentives as well as ensuring detainees are treated lawfully, humanely, fairly and equally, shall provide stability for detainees.

Setting a standard of behaviour encourages a consistent approach to positive behaviour. Promoting positive behaviour is aimed at motivating detainees to improve their behaviour.

Guiding detainees and encouraging positive behaviours also assists in learning appropriate ways to behave. Expectations of detainees and how those expectations are communicated may have a powerful influence on a detainees behaviour. Focusing on positive behaviours rather than directing attention to unacceptable behaviours encourages detainees to feel valued. Feeling valued provides an avenue for the detainees to feel appreciated and connected..

Detainees shall be initially informed of the required behaviour expectations on admission and during their orientation.

Custodial Officers shall lead by example when interacting with detainees and act as a positive role model, reinforcing and influencing positive behaviour and providing the detainee with the opportunity to make appropriate decisions.

Demonstrated positive detainee behaviour(s) shall be rewarded by privileges and unacceptable behaviour(s) shall be managed in a consistent manner.

# Behaviour Management Principles

### Detainee behaviour management principles include:

1. staff being positive role models
2. early intervention
3. honesty, fairness, natural justice and equality
4. consideration of the extent and severity of the unacceptable behaviour
5. consideration of age, gender and background of the detainee
6. consideration of a disability, including cognitive needs
7. acknowledgment and consideration of detainee diversity and cultural and religious beliefs
8. respecting detainee dignity, personal views and differences
9. consistency in responses and management
10. monitoring and evaluating behaviour management options.

# Communication

### The ability to communicate effectively is essential when engaging with detainees. Custodial Officers shall actively engage and adapt their communication to meet the needs of the individual detainee

### All communications with detainees shall be embedded in such a way that language diversity is acknowledged, understood and accommodated.

### Custodial Officers shall encourage detainees to express their cultural background and practice religious beliefs and shall communicate with detainees in a culturally appropriate way, ensuring they are treated and managed within the principles of substantive equality and determine if translator services are required, refer to [COPP 2.2 – Cultural and Religious Requirements](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### Staff shall provide detainees with relevant, timely and culturally appropriate feedback regarding demonstrated positive or unacceptable behaviours, providing opportunities for the detainee to exhibit self-improvement, as required.

### Custodial Officers shall consider the detainee’s age, gender, personal and social development (including any physical and/or cognitive impairments) when communicating and managing behaviours.

### Custodial Officers, in their interactions with detainees shall:

1. approach the detainee in a calm manner
2. use positive non-threatening body language
3. set clear professional boundaries.

### Custodial Officers shall acknowledge either the positive or unacceptable behaviour(s) and provide regular verbal feedback to detainees as soon as possible:

1. in a manner that is understood by the detainee and
2. to assist the detainee in learning how to self-manage their behaviour(s).

# Detainee Behaviour Expectations

### Setting behaviour standards provides the detainees with goals to assist in better controlling their behaviour. Rewarding the achievement of behaviour standards is intended to encourage the detainee to take responsibility for their behaviour and reinforces that good behaviour promotes a positive environment.

### The detainees shall be informed of the expected behaviour standards ([Appendix A](#_Appendix_A_–_1)) on admission and transfer to other units or YDC.

### Custodial Officers shall engage the detainee in setting individual behaviour standards. Standards should be simple and comprise of a few words or pictures.

### Custodial Officers shall familiarise themselves with each detainee’s standards and provide positive re-enforcement of the standards on a regular basis.

### Individual behaviour standards shall be evaluated with the detainee.

# Behaviour Categories

## Positive behaviours

### Positive behaviour is where a detainee maintains behaviour expectations and complies with maintaining the good government, good order or security of the YDC.

### Positive behaviour assists in promoting the safety and wellbeing of detainees and staff, while giving detainees the opportunity to have their views considered.

### Positive behaviour(s) may include, but is not limited to:

1. following instructions from staff
2. interacting respectfully with other detainees and staff
3. participating in education, training, programs
4. maintaining a high standard of personal hygiene
5. respecting property, for example, no wilful damage or graffiti
6. performing unit duties, ensuring cell and living areas are clean and tidy.

### Detainees shall be expected to maintain the required standard behaviour expectations in accordance with [Appendix A – Detainee Behaviour Expectations.](#_Appendix_A_–_1)

##  Unacceptable behaviour

### Unacceptable behaviour has the potential to cause risk, serious impact or an incident involving other detainees, staff, others, property or operations.

### Custodial Officers shall address unacceptable behaviour(s) in a lawful, timely, fair, transparent, consistent and respectful manner.

### Custodial Officers shall be mindful that detainees who have experienced past/current trauma may lack understanding of the cause and effect of their behaviours and be unable to regulate their emotions.

### Custodial Officers shall observe detainees for possible warning signs which may indicate that the detainee’s behaviour may be escalating, for example, pacing, clenched fists, aggressive tones etc.

### Custodial Officers shall respond to warning signs by utilising any or all the following strategies:

1. giving the detainee space and time to calm down
2. using a calm and even tone
3. utilising silence
4. offering choice and time to decide
5. seeking support and guidance from other staff and address as required.

### Custodial Officers shall consider the nature of the detainee’s behaviour, risk and de-escalation strategies, when addressing unacceptable behaviours.

### Custodial Officers shall use the opportunity of addressing unacceptable behaviours to highlight positive behaviours and discuss with the detainee, alternative options to negative behaviour.

### Custodial Officers shall report any incident in accordance with [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

# Security and Control

### Security and control address specific operational risks which may be the result of an inappropriate behaviour. In order to maintain the good order of the Detention Centre and detainee these risks shall be addressed as follows to prevent escalation.

### Custodial Officers shall identify behaviours which may pose an operational risk and be able to address and respond to a security incident or any emerging security issues.

## Covering closed circuit television (CCTV

### Where a detainee has covered the CCTV camera in a cell, they will be asked by the Custodial Officer to uncover the camera via the cell call system.

### If the CCTV remains covered a further request to uncover the CCTV via the cell call system shall be made. A visual check of the detainee shall be conducted by the Custodial Officer and documented in Total Offender Management Solution (TOMS).

### The Custodial Officer shall request the detainee to uncover the CCTV when completing a visual check of the detainee.

### Where the CCTV remains covered, Custodial Officers shall enter the cell and ensure that the CCTV is uncovered prior to leaving the cell.

### The Custodial Officer shall submit an incident report in TOMS.

## Damage to infrastructure

### Custodial Officers shall attend the detainee’s cell immediately where they are damaging infrastructure or property.

### Custodial Officers shall request the detainee to stop the damage and utilise de-escalation techniques.

### Where the detainee is non-compliant with the request and de-escalation techniques are ineffective, Custodial staff shall don personal protective equipment (PPE) and apply force in accordance with [COPP 8.2 Use of Force](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

## At risk management checks

### Detainees on the At-Risk Management System (ARMS) shall be managed in accordance with [COPP 7.4 Detainees at Risk of Self-Harm or Requiring Additional Support and Monitoring](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### Additionally, where CCTV is obstructed, Custodial Officers shall attend the detainee’s cell and check the detainee’s welfare through the viewing hatch or by talking with the detainee.

### Custodial Officers shall enter ARMS checks and notes on the supervision log in accordance with the detainee’s risk management plan.

### ARMS entries shall be concise and comprehensive.

### Senior Officers shall audit each detainee’s supervision log in accordance with the ARMS manual, prior to cessation of shift and note the audit on the supervision log

#  Behaviour Management Options

### A detainees underdeveloped social and emotional skills, combined with developmental impairments, segregation from family and trauma may contribute to unacceptable behaviours. Unacceptable behaviours may cause significant distress or risk to the detainee and/or staff and may include an outburst of aggression or refusing to follow instructions.

### Positive behaviour assists in promoting the safety and wellbeing of detainees and staff. Providing consistency in daily routines, behaviour standards and boundaries in a trusting and caring environment, may also enable positive relationships which can assist in regulating emotions and behaviour.

### Managing a detainees behaviour enables:

1. provision of a unique, calm, positive environment which delivers trauma informed practices
2. encouragement of detainees with complex needs to rebuild a sense of control and trust to promote help-seeking behaviour
3. the detainee to understand behaviour standards and engage and achieve consistent positive behaviour.

### This shall be achieved in a number of ways including (but is not limited to):

1. IEP
2. privileges
3. support.

## De- escalation

### De-escalation can minimise potentially dangerous outcomes of inappropriate behaviour.

### Custodial Officers are required to firstly consider effective communication and attempt de-escalation techniques and other interventions wherever possible.

### In an incident, de-escalation not only needs to be lawful but also have consideration for the level of risk, cultural sensitivity, display respect and trust with a regard to human life.

### Custodial Officers shall consider the individual challenges of each detainee which may contribute to the detainee becoming easily upset. For example, a detainee with FASD may have lack of impulse and control, which may result in shouting and aggressive outbreaks.

### De-escalating an incident allows Custodial Officers to communicate with detainee and relieve tension and stay in control of the incident.

### When it is considered reasonable, Custodial Officers shall:

1. use de-escalation techniques
2. issue orders or instructions to the detainee and allow sufficient time for compliance with due regard to the detainee’s age and cognitive ability to understand and carry out the instructions.

### Custodial Officers shall provide space and engage with the detainee by talking through frustrations using verbal communication techniques to attempt to de-escalate the situation where a detainee is behaving in a manner that is not an immediate threat.

* 1. **Encouragement of positive behaviours**

### It is important for Custodial Officers to remember that the expected behaviour standards requested of a detainee in custody may not have been a part of that detainee life prior to their detention.

### Custodial Staff shall engage positively with detainees and appropriately encourage and support detainees to successfully complete their time in detention.

### The best way to manage inappropriate behaviours is to encourage positive ones, this may be achieved by:

1. staff acting as a positive role model, teaching detainees how to behave by the way they behave themselves
2. providing detainees with a daily routine and a range of activities
3. constantly monitoring the detainee’s behaviour
4. acknowledging positive behaviour with verbal feedback and or a reward or privilege
5. intervening early when difficult behaviours occur to stop them from escalating
6. consistent staff responses
7. using inappropriate behaviours as an opportunity to highlight positive behaviour and to discuss alternative ways to behave.

## Supporting behavioural change

### Custodial Officers are encouraged to engage with the detainee’s allocated psychologist, to assist in understanding the detainees behaviour and explore support, engagement and intervention strategies.

### There are a number of ways to support behaviour change in a detainee. Custodial Officers shall consider their responses based on the individual needs and characteristics of the detainee.

### Responses from Custodial Officers may include:

1. clearly informing the detainee when a behaviour is inappropriate and trying to obtain an understanding of the reason for the behaviour
2. exploring options with the detainee on ways to support
3. discussing behavioural choices, and the privileges associated with positive behaviour.

### The detainee shall be reminded of their goals, and how they can continue to work towards privileges, even if they have experienced setbacks.

### Custodial Officers shall discuss identified concerns with the Senior Case Manager (Case Planning) to determine whether there is a therapeutic program available which may assist in supporting behaviour change for the detainee.

### A referral to specialist services, such as psychology, Aboriginal Youth Support Officers (AYSO’s) or the Chaplain may also be initiated by the Custodial Officer.

## Time out

### ‘Time out’ may be utilised for no longer than one hour, in a designated area within the unit to:

1. interrupt a cycle of unacceptable behaviour and
2. provide a detainee with the opportunity to consider and reflect on their behaviour.

### Custodial Officers may instruct detainees to place themselves in a designated area within the unit for ‘time out’ or detainees may request a period of ‘time out’ to manage their own behaviour.

### The Unit Manager shall be notified immediately where a ‘time out’ has been instructed by Custodial Officers or at the request of the detainee.

### Where a time out is instructed by Custodial Officers or requested by a detainee the following conditions shall apply:

1. the ‘time out’ shall be no longer than one hour or earlier, if requested by a detainee
2. the Custodial Officer shall advise the detainee of the reason for the ‘time-out’ and ensure they understand.
3. the detainee shall be informally counselled on completion of the ‘time out’, in a positive manner regarding their unacceptable behaviour and the required standard behaviour expectations shall be reinforced.

### The Unit Manager (or delegate) shall document the reason on TOMS for the Custodial Officer instructed or detainee requested ‘time out’, detailing the detainee’s time in and out of the unit.

### The Unit Manager or Custodial officers are responsible for maintaining observation checks and recording the checks on TOMS, inclusive of detainees subject to ARMS.

### Detainees shall not be given ‘time out’ when there are no Custodial Officers present in the unit.

## Failure to comply with a “time-out” instruction

### Where a detainee refuses to comply with a ‘time out’ instruction, the Custodial Officer shall talk with them and allow the detainee an opportunity to comply, utilising interpersonal and de-escalation skills.

### A Custodial Officer may call a code green to alert other staff that support is required, if all de-escalation and other behaviour management options have been attempted or deemed likely to fail, or if the Officer is feeling unsafe.

## Counselling by Custodial Officers

### Counselling may provide a detainee with an emotionally safe place where they can talk about their issues and feelings. A safe environment can also assist the detainee with the opportunity to identify possible behaviour triggers and reflect on their behaviour.

### Custodial Officers may conduct counselling, this is considered part of standard operational practice.

### Custodial Officers shall conduct counselling in an appropriate location (removing the detainee from a situation if required) and in a positive manner.

### Custodial Officers when counselling the detainee in regard to unacceptable behaviour shall:

1. allow the detainee the opportunity to express their feelings
2. speak clearly and slowly using the detainees name
3. explain the reason why the behaviour is unacceptable
4. highlight the behaviour and the effect it has on others; discussing strategies which may assist the detainee to manage their behaviour
5. encouraging the detainee to adopt positive behaviour
6. consider known cognitive impairments, language difficulties or other known factors
7. seek assistance and support from other available staff, if required.

## Formal cautioning

### A Senior Officer may formally caution a detainee for their unacceptable behaviour where counselling has failed to produce the desired result.

### A formal caution shall be documented in TOMS and the incident minutes, providing an account of the detainee’s behaviour, response and the measures taken to address any issues raised, inclusive of behavioural advice and management techniques provided to the detainee or referral to support services.

## Peer Support Group

### Where peer support groups are available detainees can self-nominate or be selected by staff to be part of the Peer Support Group. Detainees are assessed and approved by senior staff to provide support to other detainees.

### Utilisation of peer support members may include talking with other detainees regarding the required standard behaviour expectations, where language difficulties or other factors impede staff ability to effectively communicate with a detainee.

## Behaviour support

### The Superintendent, delegate or MDT may request and encourage involvement of an additional internal and/or external behaviour support (responsible adult) to assist in addressing detainee behaviour concerns.

### Additional internal and external behaviour support(s) available to detainees may include (but is not limited to):

1. Custodial Officers
2. Teachers
3. Aboriginal Welfare Officers
4. Mental Health and Psychological Services
5. Community Mentors
6. Aboriginal Visitors Scheme (AVS)
7. West Australian Police Force
8. Case Planning staff.

## Additional duties

### Additional duties such as domestic or other work duties, for example, cleaning, gardening, picking up rubbish or emptying bins, may be considered by a Unit Manager or Custodial Officer to manage unacceptable behaviour.

### The Unit Manager or Custodial Officer shall record the reasons for additional duties and details of the duties in TOMS.

## Withdrawal of privileges

### [Youth Custodial Rule -6 Withdrawing Privileges](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.wa.gov.au%2Fsystem%2Ffiles%2F2022-05%2Fyouth-custodial-rule-06.docx&wdOrigin=BROWSELINK) applies to all Custodial Officers, persons employed by the Department of Justice (the Department) designated as Custodial Officers and senior administration staff at a Detention Centre.

### Where a privilege has been granted, an Authorised Officer may withdraw a privilege from a detainee if they:

1. do not obey all lawful instructions
2. do not participate in education, employment, programs and activities as made available to them
3. use alcohol or any other drugs that have not been lawfully prescribed
4. bully or threaten other detainees, staff or visitors
5. do not maintain a high standard of personal hygiene and keep their cell and living areas clean and tidy
6. buy, sell or swap any items of property with other detainees without permission from staff
7. possess items not lawfully issued to them
8. steal or interfere with another detainee’s property.
9. enter another detainee’s cell without the permission.
10. the privilege is being misused
11. the detainee has been involved in a breach of a rule made under section 181 of the *Young Offenders Act 1994*
12. continued provision of that privilege constitutes a threat to, or a breach of, the security of the detention centre; or
13. the detainee has use or possession of an article and that use, or possession has not been granted by an authorised person.

## Review of withdrawing a privilege

### If a privilege is withdrawn by an Authorised Officer, the detainee may seek a review of the decision to withdraw that privilege by the Superintendent[[1]](#footnote-1).

## Loss of gratuities

### Detainees are required to attend activities such as education, training, vocational work (e.g. agriculture, barista), programs and completing unit duties. The Superintendent (or delegate) may direct that no gratuities be credited for the period a detainee refuses to undertake the following activities.[[2]](#footnote-2)

1. education
2. vocational training
3. work group
4. program
5. unit duties.

### The Custodial Officer shall complete an incident report in accordance with [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx), where a recommendation for loss of gratuities has been made.

## Deduction of gratuities

### Custodial Officers may recommend to the Unit Manager a deduction of money from a detainee’s gratuities for failure to participate in:

1. unit duties
2. education
3. vocational training
4. work group
5. program.

### The Superintendent may also direct that the gratuities credited to the detainee be reduced if their performance is considered unsatisfactory[[3]](#footnote-3).

### The Unit Manager shall consider the recommendation to deduct a detainee’s gratuities and if required, complete a [Request to Withhold, Reduce or Deduct Gratuities Form.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copp-forms.aspx)

### The Superintendent (or delegate) shall consider all recommendations and action accordingly.

### The Superintendent may direct a deduction of a detainee’s gratuities be paid towards the repair or placement of any property of the Department that is lost, broken, damaged or destroyed by a detainee.

### The Unit Manager or delegate shall explain to the detainee the reasons for withholding, reducing or deducting gratuities and request the detainee to acknowledge the information by signing the [Request to Withhold, Reduce or Deduct Gratuities Form](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copp-forms.aspx), referencing the Incident Report number.

# Personal Support Plans and Individual Engagement Plans

## Personal support plans

### The decision to manage a detainee on a PSP shall be applied for the following reasons:

1. Unit based PSP – shall be considered to address ongoing behaviour issues or to provide additional support and/or guidance to a detainee who is failing to meet behavioural expectations
2. Accommodation Placement PSP – shall only be utilised when all other means to address the unacceptable behaviour(s):
3. have been exhausted and are deemed unlikely to succeed or
4. the matter is serious enough in nature to warrant immediate removal from mainstream population
5. Special Needs PSP – to provide detainees with cognitive impairment, mental illness, vulnerability or chronic risk of self-harm, an appropriate level of supervision for their own safety and to maintain the good order and security of the Detention Centre Custodial Officers, where possible, shall manage a detainee on a unit-based PSP, prior to considering removal from mainstream population.
6. A PSP is not to be considered a disciplinary sanction and shall be developed and managed in accordance with [BHYDC COPP 7.6 – Personal Support Plans](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

## Individual engagement plans

### The Unit 18, Multidisciplinary Team (MDT) shall develop and review an [Individual Engagement Plan](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copp-forms.aspx) (IEP) as required.

### Personal support plans shall be discontinued once the IEP is developed and approved.

# Offences and Charges

### Detainees who demonstrate unacceptable behaviours which have escalated over a period of time, may be charged with a detention centre offence[[4]](#footnote-4) and shall be managed in accordance with [COPP 6.5 – Offences and Charges](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### Where an offence or charge against a detainee relates to the damage of YDC property, a Request to Withhold, Reduce or Deduct Gratuities Form shall be completed.

# Confinement

### The Superintendent or delegate (authorised by an instrument in writing signed by the Superintendent[[5]](#footnote-5)) may order a period of confinement of a detainee for short periods of time to ensure the good government, good order or security of the Detention Centre, refer [COPP 6.10 – Confinement](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

# Annexures

## Appendix

* [Appendix A – Detainee Behaviour Expectations](#_Appendix_A_–_1)

## Related COPPs and documents

**COPPS**

* [COPP 2.2 – Cultural and Religious Requirements](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [BHYDC COPP 6.2 – Supervision Levels and Privileges](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 6.5 – Offences and Charges](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [BHYDC COPP 6.10 – Unit Management and Timetables](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 6.11 – Confinement](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [BHYDC COPP 7.6 – Personal Support Plans](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

## Definitions

| **Term** | **Definition**  |
| --- | --- |
| Code Green | Response to minor incidents where the recovery team is required to attend an area for a non-emergency.  |
| Commissioner’s Operational Policy and Procedure (COPP) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| Custodial Officer | An officer with custodial functions, appointed under section 11(1) of the *Young Offenders Act 1994*; or a person who is appointed under section 11(1a)(a) as a custodial officer. This includes but is not limited to Youth Custodial Officers, Unit Managers and Senior Officers.  |
| Detainee | Means a person who is detained in a detention centre as defined in section3 of the *Young Offenders Act 1994*. |
| Fetal Alcohol Spectrum Disorder (FASD) | A diagnostic term used to describe impacts on the brain and body of individuals prenatally exposed to alcohol. |
| Officers and Employees of Particular Classes | The following descriptions of classes of officers and employees are prescribed for the purpose of section 11(1a)(b) of the *Young Offenders Act 1994*, in regulation 49(2) of the *Young Offenders Regulations 1995*:a) Medical staff persons who have undergone medical, nursing or health training and hold qualifications indicating successful completion of that training.b) Teaching staff persons who provide recreation or sports supervision, teachers, vocational trainers and social trainers.c) Program support staff counsellors, program facilitators and librarians.d) Centre support staff cleaning staff, laundry staff, gardening staff, vehicle driving staff, maintenance staff and hairdressers. |
| Public Service Officer | An officer employed in the State Government Public Service, subject to Part 3 of the *Public Sector Management Act 1994* and includes such officers and other persons as are necessary to implement or administer this Act. |
| Senior Officer | A Youth Custodial Officer who is substantive to this rank, or a Unit Manager, or Youth Custodial Officer acting in the capacity of Senior Officer, appointed by the Chief Executive Officer with reference to section 11 of the *Young Offenders Act 1994* |
| Staff | Any person or officer of the Department of Justice, Corrective Services, including a Public Service Officer, Youth Custodial Officer or an employee of a particular class; and any service provider who provides services to detainees at Banksia Hill Detention Centre. |
| Superintendent | In accordance with section 3 of the *Young Offenders Act 1994, ‘*The person in charge of a detention centre’ |
| Unit Manager | A Youth Custodial Officer substantive to this rank or Youth Custodial Officer acting in the capacity of Unit Manager, appointed by the Chief Executive Officer with reference to section 11 of the *Young Offenders Act 1994*. |
| Youth Detention Centre  | * A gazetted detention centre declared by the Minister to be a detention centre to accommodate male and female, remanded or sentenced detainees. Refer to section 13 of *Young Offenders Act 1994.*
 |

## Related legislation

* *Young Offenders Act 1994*
* *Young Offenders Regulations 1995*

# Assurance

It is expected that:

* The YDC will undertake local compliance in accordance with the [Operational Compliance Manual](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance&ql=3081).
* The Women and Young People Branch, Head Office will undertake management oversight as required.
* Operational Compliance Branch will undertake checks in accordance with the [Operational Compliance Framework](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance&ql=3081).
* Independent oversight will be undertaken as required.

# Document version history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version no** | **Primary author(s)** | **Description of version** | **Date completed** | **Effective Date** |
| 1.0 | Operational Policy | Approved by the Commissioner, Corrective Services | 7 December 2021 | 28 December 2021 |
| 2.0    | Operational PolicyMemo Reference:D23/940474Content Manager Reference:S23/98263 | Endorsed by the A/ Assistant Commissioner Women and Young People | 9 November 2023 | 18 December 2023 |
| Approved by the Deputy Commissioner Operational Support | 15 November 2023 |

# Appendix A – Detainee Behaviour Expectations

The following list of cells are multipurpose but can be used as observation cells where they meet the criteria in this COPP.

The Superintendent shall ensure the Detention Centre detainee code of conduct is available and visible to everyone in the Detention Centre and shall be communicated and displayed in such a way, that language diversity is acknowledged and accommodated.

To ensure detainees adhere to the standard behaviour expectations, Custodial Officers shall:

1. promote a positive learning culture for detainees
2. lead by example and model appropriate, prosocial behaviour(s) in their interactions with detainees and colleagues, to encourage positive behaviour(s)
3. provide guidance to detainees on behaviour expectations by informing, coaching and reinforcing the standard behaviour expectations
4. identify and address communication barriers, to support:
5. Aboriginal detainees
6. detainees with physical or cognitive impairments
7. detainees from CaLD backgrounds who are not able to communicate in spoken and/or written English, refer [COPP 2.2 – Cultural and Religious Requirements.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

Detainees, whilst at the Detention Centre shall be supported to adhere to the following standard behaviour expectations:

1. obeying lawful instructions
2. interacting respectfully with others, not abusing or threatening staff
3. respecting property, for example, no wilful damage or graffiti
4. appropriate participation in education, employment programs and activities made available
5. not using alcohol or other drugs that have not been lawfully prescribed
6. not bullying or threatening other detainees, staff or visitors
7. maintaining a high standard of personal hygiene (showering daily)
8. keeping their cell and living areas clean and tidy
9. not buying, selling or swapping any item of property with other detainees without permission from staff
10. not be in possession of items not lawfully issued to the detainee
11. no stealing or interfering with another detainees property
12. not entering another detainees cell without their permission
13. no spitting
14. no fighting or sparring
15. behaving appropriately during visits
16. only using the cell call when help is required
17. not covering CCTV in the cell.
1. r.46A (5) *Young Offenders Regulations 1995* [↑](#footnote-ref-1)
2. r.44(1) *Young Offenders Regulations 1995* [↑](#footnote-ref-2)
3. r.44(2) *Young Offenders Regulations 1995* [↑](#footnote-ref-3)
4. s.170 *Young Offenders Act 1994*  [↑](#footnote-ref-4)
5. r.78(1) *Young Offenders Regulations 1995* [↑](#footnote-ref-5)