



Youth justice custodial practice manual

Secure Services

(<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual>)

If you print and store this document, you may be looking at an outdated version and this may impact on your duty of care. Always check the latest version in the Youth justice custodial practice manual on the DHS intranet before taking action under this procedure. Please make sure the printed procedures are kept securely.

Youth Justice Custodial Services Practice Manual (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual>) > Sentence management (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/sentence-management>) > Admission to custody (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/sentence-management/admission-to-custody>) > Classification and Program Risk Tool (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/sentence-management/admission-to-custody/classification-and-program-risk-tool>)

Classification and Program Risk Tool

- Classification ensures that young people are placed in the right precinct and unit for their needs and security requirements.
- It occurs both within and between youth justice precincts.

When to use this procedure

- On admission when young people are classified, and to make an assessment about the programs and educational activities young people can attend.

What else you need to know

Make sure you have read and understood the following procedures:

- [Risk management approach](http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/introduction-to-working-in-the-custodial-precincts/risk-management-approach) (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/introduction-to-working-in-the-custodial-precincts/risk-management-approach>)
- [How we work with young people in custody](http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/introduction-to-working-in-the-custodial-precincts/how-we-work-with-young-people-in-custody) (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/introduction-to-working-in-the-custodial-precincts/how-we-work-with-young-people-in-custody>)
- [Admission procedure](http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/sentence-management/admission-to-custody/admission-procedure) (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/sentence-management/admission-to-custody/admission-procedure>)
- [Case management overview](http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/case-management-education-and-employment/case-management/case-management-overview) (<http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/case-management-education-and-employment/case-management/case-management-overview>)

Staff responsibilities

Find your role below to see what your responsibilities are:

- All staff
 - Operations Manager or delegate
 - Key Worker in consultation with the Unit Coordinator
 - Unit Manager
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All staff

At all times when working with young people

- Be aware of the young persons's classification and whether they have a Program Risk Tool. This will determine their ability to participate in some programs and educational activities.
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Operations Manager or delegate

Weekly

- Chairs the internal classification meeting.
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Key Worker in consultation with the Unit Coordinator

As soon as possible after a young person has been admitted

- Complete the Program Risk Tool on CRIS using the criteria outlined in this procedure.
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Unit Manager

At all times

- Ensure each young person has a Program Risk Tool completed as soon as possible after

admission. Sign off on the Program Risk Tool once it has been completed.

- Ensure the Program Risk Tool assessment is reviewed and updated regularly.

After a serious incident

- Ensure that a review of the Program Risk Tool occurs for any young people involved in the incident.

Procedure in detail

- Purpose of classification
 - Factors to be considered
 - Program Risk Tool
-

Purpose of classification

Classification ensures that young people are placed in the most appropriate precinct and unit for their circumstances.

There are two types of classification.

Central classification

Central classification determines the placement of a young person within and between the precinct or units.

The central classification panel is chaired by the Director Secure Services.

All decisions of the panels must be recorded.

Internal classification

- Internal classification determines which unit in the precinct is appropriate.
 - The internal classification is conducted each week at both Malmsbury and Parkville and is chaired by an Operations Manager or their delegate.
 - All decisions of the classification panels must be recorded.
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Factors to be considered

Factors to be considered in the classification process include:

- age
- security risk

- maturity and/or vulnerability
 - length of sentence and sentence management
 - individual needs, for example cultural identity, intellectual disability or acquired brain injury
 - location of co-offenders, victims and/or other clients with whom they have had conflict, or with whom it would be unwise to place them
 - issues related to their offending behaviour and their rehabilitation needs, for example violence, alcohol and other drug issues.
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Program Risk Tool

The Program Risk Tool, located on CRIS, determines the range of education and other programs young people can safely attend.

A particular consideration is whether it is safe for young people to participate in activities that involve the use of tools – for example, automotive or hospitality sessions and some art activities.

The General Manager must ensure that a Program Risk Tool is in operation at each precinct.

The Program Risk Tool can be tailored to meet local requirements and risks, but it must:

- be completed for every young person as soon as possible after admission
- determine young people's access to programs or other activities which involve the use of tools or equipment, such as kitchen equipment
- highlight to managers any relevant information or alerts that can guide their decision making.

When completing the Program Risk Tool, you should use information from:

- the area youth justice unit or previous placements
- any alerts the young person has on CRIS, or information from the client file (if they are a previous client)
- any substantiated information that the young person has a history of violence or has used weapons.

Health and education services should contribute to the Program Risk Tool, particularly when the young person is well known to the service.

Key Workers must complete the Program Risk Tool in consultation with the Unit Coordinator.

The Program Risk Tool should be signed off by the Unit Manager.

The Program Risk Tool assessment is to be reviewed and updated regularly. A review should also occur after serious incidents.

The Program Risk Tool must be documented on CRIS.

If a young person is assessed as not appropriate for a class or program for a specified period, this may constitute acceptable exemption from compulsory education.

In this situation, alternative educational activities must be organised for young people. The Program Risk Tool should be used to identify safe and appropriate activities.

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Web Page Address: <http://intranet.dhs.vic.gov.au/youth-justice-custodial-manual/classification-and-program-risk-tool>

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