

DEPARTMENT OF COMMUNITY WELFARE SERVICES

FAMILY & ADOLESCENT SERVICES

TURANA YOUTH TRAINING CENTRE

POPLAR HOUSE

AIMS, PROCEDURES AND INSTRUCTIONS

1989

POPLAR HOUSE - AIMS & OBJECTIVES OF PROGRAM:

The nature of long-term containment in Poplar House means that the objectives of the program are somewhat different to any other section in Turana.

There is an emphasis on working, playing and relaxing "together". All aspects of the programme are team or system oriented. This basically meaning that to achieve any goals, there must be by definition a harmonious relationship between participants.

Consequently the bulk of the program and certainly the main areas are workshop oriented. They are set up to produce articles and as much as possible get away from "craft" type activities. These small groups of producers have a feeling of working towards goals, each an important part of the production and each imperative if the production is to be finalised.

In specific areas we have gone through motor mechanics, woodwork and now a fibre-glass operation.

Even in play, because of limiting constraints of the facility, we engage in team activities, eg. volleyball, cricket. Groups that come in are once again aimed at the trainees in a group situation.

The basic tenet of these programming areas are primarily therefore, directed towards a socialising process.

The formal induction into this system occurs during the initial two-week fatigue group. Here boys get a chance to see staff and become acquainted with the discipline required to live in an environment such as Poplar House. As far as possible trainees select the areas they wish to enter and there is the facility for "multi faceted" programming ensuring that a broad range of options are available.

POPLAR HOUSE - PROGRAM OPTIONS:

MONDAY EVENINGS: Melbourne University social competency group.
6pm to 8pm Regular group members plus guest speakers.

FRIDAY EVENINGS: (Approx. every 6 weeks):
7pm to 10.15pm. Section Dance, organised through Catholic Chaplain.

All new boys to the section are placed on fatigue duties for their first two weeks. This is to enable the staff to get to know the boy's habits, strengths, and weaknesses, and for the boys to learn the section routine and get to know the staff.

Fatigue duties are essentially jobs that need doing within the section building. Boys on these duties commence work after breakfast and work through the day until showers in the evening. Obviously they have breaks for meals and recreation.

Fatigue boys are restricted to smoking on the hour only. A typical day for them is as follows:-

7.30am	Out of bed.
8am	Breakfast.
8.30am	Section jobs.
9am	First smoke.
9.15am	Fatigues as directed.
10am	Second smoke.
10.05am	Fatigues.
11am	Third smoke.
11.05am	Fatigues.
12pm	Lunch.
12.30pm	Relaxed activities - 4th smoke.
1.30pm.	Fatigues.
2pm	Fifth smoke.
2.05pm	Fatigues.
3pm	Sixth smoke.
3.05pm	Fatigues.
4pm.	Showers. Change to pyjamas.
4.30pm.	To Rooms.
5.30pm	Tea.
6pm.	Last smoke.
	To bed.
	All smokes issued if work satisfactory.

POPLAR HOUSE PROGRAM - MONDAY TO FRIDAY:

7.30am	Boys awakened.
8am	Breakfast.
8.30am	Section jobs.
9am	School, woodwork, fibreglass, section work.
12pm	Lunch.
12.45pm	Volleyball.
1.30pm	School, woodwork, fibreglass, gardens, section work.
4pm	Boys to rooms.
4.30pm	Volleyball.
6pm	Evening meal.
6.30pm	Showers and change to pyjamas.
7pm	TV, Billiards, quiet games, weight lifting.
8pm	Supper.
8.30pm	Boys to rooms.
8.45pm	All rooms checked by Night Officer.
9pm	Day staff off duty.

POPLAR HOUSE - PROCEDURES AND INSTRUCTIONS:

All outside doors and gates must be kept locked. Where fitted, security locks must also be used thus giving a double lock.

If a grille is installed on an outside door, this must also be kept locked.

RE-LOCATE CLASS/R.

Doors must be kept locked at all times and only opened by a teacher with a youth officer in attendance.

All trainees in Poplar House must be kept under direct supervision at all times.

Immediately upon commencing duty all staff to read and sign the daily report book. All instructions, activities and times shown in this book are to be strictly adhered to. If for any reason it is impracticable to carry out these instructions, then a covering report in the report book is to be made, stating reasons for deviating from said instruction.

REGULAR INSPECTIONS:

Poplar House grounds must be checked daily, any ladders, steps or implements that could assist a trainee to abscond must be stored and locked in the area under the school room or trade school or moved elsewhere outside of the grounds.

The lock and padlock on the trapdoor under the school room must be checked daily to ensure that door is secure. All other outside locks, tool shed and door under trades school to be checked daily.

SECURITY CHECK:

A security check is to be carried out twice daily within the section, once by the day staff and once by the night staff.

The officer in charge is responsible for reporting any damage, deterioration or weakness in any part of the building.

The officer in charge of this security check must give special attention to ensure that all floors and windows are secure.

The bolt and padlock on manhole cover in the office are to be checked daily.

All doors are to be carefully checked to see that all outside doors are double locked and that locks are operating correctly.

Night staff are to carry out their security check on all sections of the building with the exception of boys' bedrooms.

Weaknesses are to be reported in the day report book and repair docket issued by officer in charge.

POPLAR HOUSE:NIGHT SHIFT:

1. During the evening meal, one officer to be in office with the first grille locked. All keys with the exception of bedroom keys are to be in his possession, the other two officers are to supervise the meal procedure.
2. After the meal is completed, one officer remains in the office; one supervises the scullery duties; one in the gymnasium with all the other boys. The No. 2 grille at passage stairs remains open. The officer supervising the scullery must also visit the gymnasium to ensure all is in order.
On completion of cleaning, scullery boys go to the gymnasium, a physical count is taken of all boys to ensure all boys are present.

NIGHT OFFICER:

Once the boys have been locked in their rooms by 8.50pm, and the head count has been given to the night officer by the day staff, no day staff is to open any bedroom for any reason.

NO: On no account are boys to come past the No. 1 grille.

It is imperative for all officers on duty at night to realise that the Night Senior Officer has control of Turana and any approach to an executive officer or to the locum Doctor should be through him, unless an emergency occurs and the night Senior is unobtainable.

After 9pm only one officer must attend to any of the boys needs (toilet, room search, sickness, etc.) The second officer (the Night Senior) must remain behind locked grille.

Under no circumstances must more than one room be opened at any one time.

After 9pm in the event of a boy requiring attention (toilet, room search, sickness etc.), the Night Senior is to be called and on his arrival the Night Officer may attend to the boy's needs, whilst the Night Senior remains behind the locked grill with all the keys except the bedroom keys.

METHOD OF ESCORTING BOYS TO AND FROM TRADE:

- a) ring workshop and inform instructor that boys are ready.
- b) Instructor and one officer will stand between workshop and section.
- c) Boys proceed, one boy at a time, from section to workshop.
A second boy shall not leave section until proceeding boy is safely inside workshop.

For boys returning from workshop:

- a) Instructor will ring and notify section that boys are ready;
- b) Boys will return in like manner as for b) and c) above.

POPLAR HOUSE:SCHOOL PROCEDURE:

Motor mechanic officer to stand outside trade shop;

School Officer to stand between trade shop and relocatable classroom.

Section officer to stand on section steps.

School teachers to receive boys one at a time.

(Return to section is the reverse).

HOSPITAL ESCORTS:

Staff may be required to escort trainees to Public Hospitals. During these escorts, officers must be constantly aware that the boy may use this opportunity in an attempt to abscond.

No officer is permitted to leave a boy in the custody of hospital staff. He must be in constant and direct contact with trainee throughout visit.

Do not permit boy to enter any part of hospital waiting room or toilet unescorted.

Hospital escort form to be filled out by Doctor. OIC of section to forward to surgery sister as soon as possible.

KEYS:

Under no circumstances are boys to be permitted to handle keys. Do not let boys examine keys (as some boys have the ability to make workable replicas). If locks will not turn freely do not force keys. Keys are not to be taken from Turana. They must be returned upon completion of each shift. It is advisable to have a dependable key chain or clip attached to your belt for safe guarding and carrying of keys. If carried in pockets they can be stolen or mislaid.

Keys are not to be removed from Poplar House at any time by an officer on duty.

RULES FOR BOYS:

A short list of rules has been drawn up to govern and unify the behaviour of boys in the section.

Staff are expected to be conversant with these rules and to ensure that boys obey these instructions.

POPLAR HOUSE:BOYS' DUTIES:

A boy's duty roster is made out weekly showing the section cleaning duties that have been allocated to boys for that week. (This roster becomes effective from 7.30am each Sunday). Staff are to inspect these duties upon completion.

ND: None of the boys' duties are deemed completed until they have had them passed by an officer.

TELEVISION:

Forms or seats must be used, no boy is to sit on floor and watch TV.

Boys not permitted to touch TV.

ROOM CHECK:

Checks or searches are to be carried out on two bedrooms each evening (between 7.45pm and 9pm).

Be most thorough in these searches, show in night report which rooms were searched and report any articles discovered which should not be in bedrooms. (See instructions under "Bedrooms" for items permitted).

MEALS:

Boys arise from tables and leave dining room, one table at a time.

Meals are to be conducted in a quiet, leisurely atmosphere, talking is permitted (but this shall not be excessive or loud).

Boys are to be in a clean and tidy condition before entering diningroom, (washed, hair combed, etc.)

As no boys are given excessive amounts of vegetables it is expected they should eat the portions allotted to them. Staff should try to alleviate the waste of food that sometimes exists at meal times.

At the completion of each course, soiled plates must be removed from the tables prior to next course.

Meals must be eaten in proper sequence, ie. soup, main course, then fruit, bread and jam, etc.

POPLAR HOUSE:BEDROOMS:

Boys are responsible for the cleanliness and tidiness of their own bedrooms, apart from books and writing material, hair oil, and comb, no other articles are to be kept in bedroom, other than issue clothing. Mattresses must be turned each morning. Exceptions to the above must be authorised by Officer In Charge.

Bedroom doors are to be kept locked at all times. No boys are permitted to swap or change rooms.

No boy is permitted to enter any room other than his own.

Sick boys rooms must be kept locked and other boys are not permitted to 'visit'.

Immediately upon boys being placed in their rooms of an evening, the night officer is to check with the bedroom book that boys are in their correct rooms.

BOYS' EARNINGS:

After a boy has been admitted or committed to Turana he is eligible to receive earnings of up to \$5-00 per week.

Of this amount \$2-50 is deposited in savings for when the boy is released or paroled.

Amounts earned shall be calculated from marking on pay sheets.

It is the responsibility of the officer to mark and initial (for each period) the pay sheets of those boys under his immediate supervision. Each Friday evening the night officer shall total the markings on each pay sheet for the previous week, on Sunday evenings the night officer will make out new pay sheets for the coming week.

ABSCONDINGS:

As Poplar House is the maximum security section in Turana, then any abscondings from this section must be regarded as being of a most serious nature. The staff must therefore, be constantly 'security conscious' - this not only applies to the physical aspects of the building and surrounds, but also to the atmosphere and moods of the trainees. Staff can prevent a great many abscondings and incidents by their relationships with the boys and also by their awareness of any tension or unrest amongst groups or individuals.

PROCEDURE IN CASE OF ABSCONDING: Notify Admitting Officer who will notify police;
Notify Principal Youth Officer and Chief of Division.

ABSCONDINGS C'D:

DATA REQUIRED BY POLICE:

Name, Age, Height, Eyes, Hair, Scars etc.
Clothing, Home address and Time of absconding.

Make out in duplicate, report on absconding or attempt to abscond,
send both copies to Principal Youth Officer.

NB: Any escapee trainees remain on numbers until midnight.

BOY'S APPEARANCE:

It is every officer's responsibility to see that boys are at all
times clean and tidy.

Teeth must be cleaned morning and evening.

If during the day boys become dishevelled at work or at games,
staff should upon completion of said work or games see that boys
tidy themselves so they are in a presentable state.

UNIFORMS:

Each staff member shall be provided with a uniform and accessories which
will comprise of one jacket, one carcoat, one pair of shoes,
two pairs of trousers, two ties, three shirts and one cardigan.

Staff are to wear their uniforms whilst on duty.

Uniforms are to be kept pressed and in a presentable condition.

If during the summer months staff are permitted to leave off jackets,
then shirt sleeves may be rolled up.

Officers on night duty are to observe the same standards of dress
as is expected of the day staff.

Poplar House staff do not need to wear ties when in the section.
If they leave the section, ties are to be worn.

ELECTRICAL EQUIPMENT:

Under no circumstances are staff to effect repairs to any
electrical implement or fitting.

If these repairs are necessary, please notify the Secretary per
repair docket.

MEDICALS AND SURGERY:

Staff are required to carry out some medical treatments for trainees, the required treatment is clearly shown in the medical book, (this book is kept in the Surgery). Please adhere strictly to the times shown for these treatments and be most thorough and careful in the application of prescribed treatment.

Surgery must be kept locked. No boy is permitted to enter this room unless under direct supervision.

BILLIARDS:

A billiard table is available for the boys' use in the old school room. The following conditions apply:

1. If boys in room playing billiards, then door must be kept open.
2. No smoking by boys who are playing.
3. Radio or stereo may be on whilst games in progress.
4. Times of play as scheduled by Senior or 2IC.
5. Balls must be locked in store cupboard at all other times.

CLOTHING AND LAUNDRY:

Senior in charge on day shift is the only officer to authorise the issue of clean changes of clothes, if any boy requires a change please bring this fact to Senior's attention and he may sanction issue.

No clothing, bed linen, etc., is to be issued to any boy without an officer first checking the soiled article, report tears, rips or damage of any sort to Senior. When collecting soiled clothing make sure garments are the right way (not inside out) all sleeves, trouser legs, etc., unrolled, all buttons undone and all pockets empty.

Every boy is issued with jockettes, these must be worn.

If wearing a pullover, then sleeves must be down. If it is necessary for sleeves to be rolled up then boy is to remove pullover and work in shirt with sleeves rolled up.

No boy is permitted out of his room without footwear, at showers, thongs or shoes must be worn.

RELIGIOUS OBSERVANCES:

Officers are to encourage each trainee to participate in the religious observances of his faith, no penalty shall be enforced for non-participation.

A trainee may at all times receive spiritual consolation according to the faith he professes and as he desires to have administered to him by his Chaplain.

Chaplains appointed to training centres are responsible for the conduct of all religious services and pastoral care.

CONDUCT:

You are expected to set an example to the boys and other officers, therefore:

- a) You should be neat and tidy, wear your uniform if you have one.
- b) You should not swear or use offensive language.
- c) Do not call other officers by their christian name or his surname without first the Mr.
- d) Do not gossip, this is an institution and gossip gets magnified and does not lead to harmony.
- e) Do not promise boys you will get them work or set them out on probation etc. You have not the power to do so and this can only lead to confusion.
- f) If an officer is requested to leave his section, he must notify the next in charge of his absence and whereabouts.
- g) You are to be courteous to other members of staff and to the public (visitors, police, tradesmen, etc.) at all times - Public Service Regulation, Part 3, Nos. 22 and 23.

TO ADMIT BOY:

1. Search boy and any valuables to be sent to the Admitting Office.
2. Issue with section clothing and linen, personal clothing to be recorded and kept in section store room.
3. Shower, examine for any rashes, sores or other ailments (these should be reported to the Sister).
4. Allocate bedroom number and arrange for a reliable boy to instruct new trainee regarding the correct way to make his bed etc.
5. Introduce trainee to other boys in section.

CLERICAL PROCEDURE:

1. Make out pay sheet.
2. Have boy read folder containing section rules for boys.
3. Enter in report book.
4. Notify Sister of boy's arrival, giving date of admission, eg. 21.7.65 etc., to Poplar House, and next court date if any, or sentence, whichever is applicable.
5. Be sure boy has been allocated an Executive Officer.
6. Check TIF and ensure current legal position is entered and correct.

DISCHARGING OR TRANSFERRING BOYS TO RELEASE OR PAROLE:

1. Pay sheet to be sent to office on day previous to discharge. If going on parole, pay sheet to be at office two days clear (excluding week-ends) of parole date.
2. Enter in the report book.
3. Boy to be of tidy appearance, hair cut, clothes clean etc.
4. Inquire through Chief if youth has been seen by Superintendent.
5. Ensure that boy has all his private possessions and has signed for same.
6. Boy is to receive a copy of his signed Parole Order (if boy is a parolee).

STORES:

Staff are responsible to see that all stores in section are cared for in a proper manner. Do not ever destroy or dispose of any item of STORES no matter how unserviceable or useless such items may appear. If any stock is unserviceable, please report this matter to Senior Officer and he will arrange for an exchange for the unserviceable item. Do not allow boys to misuse stores.

TIME SHEETS:

Staff are responsible to sign time sheet within 7 minutes of appointed starting time. They are also responsible to sign off on completion of each period of duty.

Staff who omit to do this are to contact Chief and arrange with him suitable time for signing off the time sheet.

RECREATION LEAVE:

Staff are responsible to fill in and sign recreation leave application before proceeding on leave.

SICK LEAVE:

Staff are responsible to sign sick leave form applications when returning back from sick leave.

OUTSIDE WORK PARTIES:

When supervising work parties in Poplar House grounds please see that boys:

1. Work together in a team. Do not allow boys to 'spread' over an area. By working in a group and in close proximity, lessens the possibility of absconding or attempted absconding.
2. Do not allow any boys to be behind visual obstructions or in 'blind spots' as this is an open invitation to abscond. If a job requires that a boy or boys be away from main group, wait until a second officer is available to escort boys.
3. If a boy attempts to abscond make an immediate attempt to apprehend him keeping in mind that control must be exhibited over the other trainees in work party. If impossible to apprehend boy, then assemble other trainees and proceed back into section.

NB: If a boy absconds from a work party or from any group that is outside, remember the remaining boys will be in a highly excited state. Therefore, it is essential you remain calm and return remaining boys quickly and quietly to the section.

VISITORS:

Boys are permitted to receive visitors in Poplar House on Saturdays and Sundays and Public Holidays. On each of these days, visiting hours are from 1.45pm to 3.45pm.

No visitors are to be permitted entry without first checking with the Senior Officer on duty. No visitors are to be refused entry without first checking with the Senior Officer on duty.

No articles or gifts are to be left with trainees by visitors without first checking with Senior Officer on duty.

On occasions visitors sometimes write requesting leaves or other information, (whilst visiting the section). Staff are to ensure that letter has been written by the visitor. They are to state this fact on the bottom of the letter and sign same.

PERSONAL CLOTHING:

It is essential that all staff realise the importance of the correct handling of trainees' personal clothing. All staff are to adhere strictly to the following procedure:

1. Upon entry to the section, boy's clothing is to be itemised in Personal Clothing Form.
2. Clothing to be clearly labelled and placed in clothing cupboard.
3. Upon discharge from section boy is to be given all clothing and sign clothing card that he has received same.

NB: Under no circumstances are boys permitted to swap or loan clothing. If parents or visitors have occasion to take any clothing they must sign for same on clothing card. Staff are not permitted to take any clothing out of cupboard without first checking with Senior day shift officer. Note in book any clothing alterations when boys return from leaves.

FIRE DRILL:

As there are four exit doors in Poplar House the procedure in case of a fire is as follows:-

1. One Officer presses fire alarm and rings other sections for additional men to assist in control of boys. He will then, if practicable, use fire extinguishers to assist in control of fire.
2. Any other officers on duty will assemble boys at exit door furthest from seat of fire making sure that all trainees are accounted for.
3. It is then dependant upon the severity of the fire and the promptness of the Brigade whether the boys are to be moved into the outer yard. (If this is necessary, boys must proceed in an orderly manner and be kept under maximum supervision).

In the event of fire, all switches in fuse box must be thrown off.

Familiarise yourself with the whereabouts of extinguishers and alarm (one only - in duty office).

TRAINEES' INFORMATION FILES:

A TIF file shall be kept for all boys admitted or committed to the Department. It is the responsibility of the night officer to enter all pertinent information into these files. Please see that all entries are completed in a tidy manner as files are transferred with boys to other sections and institutions.

Information Required on files:-

- Page 1. Legal situation, length of sentence, parents' addresses, name, date of birth, classification dates, section placement etc.
- Page 2. Abscondings, Leaves, Hospital visitations.

TRAINEES' INFORMATION FILES C'd:

Page 3. Corrections.

Page 4. Progress reports, (to be made out by Chief Youth Officer).

Page 5. Mail, (relationship and name and address of all mail, both in and out).

Page 6. Visitors, (relationship and name and address of all visitors).

Page 7. Entries on this page as directed by Senior Youth Officer. These entries would include any type of information or incidents that would assist in assessing the overall behaviour and attitude of a trainee whilst in Turana.

BED TIMES:

Boys to retire at 0.30pm.
Boys to arise at 7.30am.

MEAL TIMES:

Lunch to be collected from the kitchen at 11.40am by Coolibah.

Boys to enter dining room and commence at 12 noon.

Dinner to be collected from kitchen at 4.15pm by Coolibah.

NB: All dirty plates and scraps must be removed from tables upon the completion of each course.

GYMNASIUM:

If boys are in the gymnasium, the supervising officer must ensure that boys do not leave without obtaining his permission. No more than one boy at a time to leave the gymnasium. If staff are engaged in any game or other activity with trainees they must make sure they do not become so engrossed as to impair their awareness of any happenings, or to effect their overall supervision of the gymnasium.

Whilst in the gym, boys are not permitted:-

1. To butt cigarettes on, or drop ash on the floor, ash trays must be used.
2. Drop papers or make any unnecessary mess.
3. Sit or wrestle around on floor.
4. Walk around in an untidy state, shirt tail out etc.
5. Touch TV, (if station change required, they must ask an officer)
6. Lie upon furniture nor misuse furniture in any way.

NB: NO OFFICER IS TO READ NEWSPAPERS OR OTHER READING MATTER WHILST ON DUTY.

CLOTHING:

PRIOR to retiring of an evening all boys must place their shoes and belts outside their doors. All clothes are to be neatly folded.

CUTLERY:

All cutlery must be counted immediately after each meal and the numbers of the count reported to the Senior Officer on duty who will enter information in Report Book.

SICK BOYS:

Any boys who remain in bed sick must be reported to the duty Sister. Please check daily and ensure that Sister has seen these boys. The names of all sick boys must be reported each day to the Senior Youth Officer on duty. If any boy complains of feeling unwell it is the responsibility of the officer to whom the boy complains, to report this to the Sister and to the Senior on duty immediately.

A youth officer shall call on all sick boys in section at least twice daily and it is their duty to ensure that sick boys have - clean linen and pyjamas, adequate drinking fluids, to see that suitable diet is available, to check on quantities eaten and to consult with duty Sister as to any special needs or requirements for the sick boy.

Staff on duty are responsible to see that all treatments are carried out as prescribed by and at times indicated by the Sister.

GARDENS:

Officers who are to supervise outside work parties must first check with the Senior on duty and ascertain the exact nature and area of work that is to be attempted before proceeding outside.

Staff are not to authorise or commence any outside projects without the approval of the Senior on duty.

STORES EXCHANGE:

Any unserviceable articles of stock or stores will be replaced every second Monday. Staff are to be at Store with exchange list and articles for replacement by 10.45am.

The officer who compiles the Stores Exchange List must check with previous weeks list and enter any stocks still outstanding from that week.

TRADE RUBBISH:

No rubbish is to be burned until an incinerator is provided.

Trade Instructor to organise with OIC to get rubbish burned in section incinerator when necessary.

LAUNDRY GRILLE:

The grille adjacent to the laundry door must be locked at all times and remain locked until all boys have retired for the evening.

Staff are to ensure that a broom, dustpan and bin are left out before this grille is locked.

AFTER 5pm THE PASS KEY MUST NEVER BE TAKEN BEYOND THE MAIN GRILLE, ie. the grille immediately outside office door.

SHOWERS:

1. All boys enter rooms and strip in preparation for showers. All doors to be kept open.
2. Boys to shower as directed by staff.
3. Staff to inspect rooms then doors to be re-locked until boys are ready to retire for the night.
5. Boys clothes to be folded before boy proceeds to bed.

NB: Whilst doors are open no boy is permitted to enter any room other than his own. Please report if this rule is not observed.

P.E.

When boys are doing P.E. they must change into shorts.
Use of weights must be under proper supervision by an officer.
If any unnecessary banging of weights on floor, weights will be taken away. Cushions must be used on floor for weights to land on.
Wrestling mats must be checked and stored in store cupboard after use.

VISITS TO DENTIST OR HOSPITALS:

- a) No boy may visit either the dentist or hospital without first getting permission from the Chief Youth Officer or Senior Youth Officer.
- b) No boy is to leave Poplar House without the permission of the Chief Youth Officer.