

YOUTH WELFARE DIVISIONTURANA YOUTH TRAINING CENTREPART IVDAILY ROUTINE

The Chief Youth Officer is responsible to see that daily routines, including meals, cleaning and activities are planned and carried out.

The Chief Youth Officer will issue a series of standing orders to cover the administration of these areas and these will be signed by him as an addition to this instruction. These orders must be approved and any alteration approved by the Superintendent before they are put into operation. Areas for which standing orders will be issued include the procedures for:-

- (a) meals
- (b) washing
- (c) bedroom control
- (d) toilets
- (e) section clothing
- (f) smoking

The Senior Youth Officer in charge of the section shall arrange and control the section in such a way that routines of daily and weekly necessity will be organized with regard to the personal privacy of each trainee, the easy expedition of all such routines and the surety that they will be carried out.

The following important points should be noticed in preparing the section routines:-

Meals.

- (i) Grace and Return of Thanks. Grace shall be said before the meal and a Return of Thanks after each meal. All boys should stand quietly and respectfully behind their chairs and observe their own grace before being seated. Return of Thanks can be observed either before rising from the table or again, standing behind chairs.
- (ii) The meal is to be orderly and controlled. No haste must be apparent. The clatter of dishes is to be kept to a minimum. No sweets are to be served until the main course dishes are removed. The tables shall be set with bread and fruit in the centre but butter may be prepared in individual serves.
- (iii) Officers may eat a meal provided they are seated with the trainees. Officers should not sit together at meals.
- (iv) Care is to be taken in the presentation of meals. Attractiveness of food encourages appetite and attitude to the procedures.
- (v) Care should be taken to see that any "extras" are fairly allocated around and not to the groups of boys who make most demand.

Washing.

- (i) Regular hygienic cleaning of wash-rooms and showers must be organized.
- (ii) No long waits in queues for showers or washing are to be permitted.

Daily Routine. Cont'd.Bedroom Control.

- (i) Beds are to be made in a manner approved by the Principal Youth Officer.
- (ii) Trainees who wet their beds must be given proper help and must not be further worried by an aggressive reaction by officers.
- (iii) A high standard is expected in the making of beds.
- (iv) Rules are to be prepared for the bedroom book. It is the Chief's responsibility to check the bedroom allocations each day and no alteration is to be made without his permission. Careful consideration must be given to room allocation.
- (v) Excessive noise in the bedroom is not permitted.
- (vi) Lights out should be no later than 9.30 p.m. in closed sections and 10.00 p.m. in open sections.
- (vii) Regular and systematic supervision and checking of bedrooms should be maintained during the night.

Toilets.

- (i) Arrangements should be made for trainees to attend to their needs in going to the toilet.
- (ii) Trainees are to wash their hands after going to the toilet.
- (iii) The toilets are to be supervised to prevent fights, masturbation and other problem behaviour.
- (iv) Supplies of toilet paper are to be arranged.
- (v) The toilets are to be cleaned and inspected regularly.

Clothing.

- (i) The Chief must control this rigidly and this will only be done by constant inspection. Kits must be inspected once each week by the Chief.
- (ii) The Female Youth Officer is responsible for the repair of clothes and the checking of all clothing.
- (iii) All standing orders must take into account the principles as set out for personalised clothing and personal clothing. (See separate instruction.)
- (iv) All boys must wear underclothing.

Smoking.

- (i) In Remand this is completely banned and officers must enforce this ban.
- (ii) In other sections limited smoking is allowed and it shall not exceed six cigarettes a day.
- (iii) The Chief should spend time regularly discussing the disadvantages of smoking with his boys in an effort to positively encourage its diminution.