

YOUTH WELFARE DIVISIONTURANA YOUTH TRAINING CENTREPART IVOFFICERS, NIGHT SHIFT.

The responsibilities of night shift are considerable and the officer in each section has to see to the custody and safety of all trainees. His alertness and supervision will prevent problems and it is essential that he carry out his duties thoroughly.

Inspection of Bedrooms. All bedrooms will be inspected each half hour. Care should be taken not to disturb trainees, but a proper check must be made.

Support of Night Officer. The Night Senior will call in regularly and a tour of the section will be undertaken together. If the Night Officer has any concern in relation to sickness of a boy, disturbances of any kind, he is to obtain the support and advice of the Night Senior. On no occasion does he ring direct to doctors, executive officers, without this referral, except in extreme emergency.

Clerical Work. No clerical work is to be done in the section office until 10.30 p.m. and only then if the section has settled down completely. The clerical work to be completed includes:-

Putting milk bottles and rubbish out.

Transferring of all relevant information from daily report book to Trainees Information File.

Recording of correspondence in Trainees Information File.

Checking of notice-board and re-writing of any altered notices in programmes.

Ruling up all report books ready for day staff.

Preparation for next day -

- (a) Check all equipment, library books and rooms are ready for use the next day.
- (b) Make sure special arrangements for worship services are completed.
- (c) In security sections the tables should be prepared for breakfast.

Cleaning and Laundry.

- (a) Clean thoroughly the living rooms and scullery of section.
- (b) Prepare laundry for despatch (according to laundry instructions).

Midnight Numbers - Midnight Saturday.

Write a list of all boys in section and hand it to Night Senior by 3.00 a.m., who brings the list to Admitting Office.

Keep medical check on boys as noted in report book. Follow instructions as set out by Chief Youth Officer or Senior Youth Officer of section for that night.