

YOUTH WELFARE DIVISIONTURANA YOUTH TRAINING CENTREPART IVNIGHT SENIOR

The Night Senior will be responsible for Turana between the hours of 5.00 p.m. and 7.00 a.m. However, if an emergency should occur, he should notify one of the executive officers. To facilitate his contact, the Night Senior must observe the following times in his tour of inspection.

There will be seven inspections and the Night Senior will alternate the following inspection orders:-

1st Inspection.

6.00 p.m. Remand and Classification	}	During this tour, Night Senior is to check the section programmes and ensure observance of same.
6.20 p.m. Green Gables		
6.25 p.m. Blue Gables		
6.30 p.m. Red Gables		
6.35 p.m. Sunnyside		
6.50 p.m. Quamby/Coolibah		
7.05 p.m. Poplar Cottage		
7.10 p.m. Poplar House		
7.30 p.m. Admitting Office	}	All buildings in Turana are to be checked for security; this includes security sections and other buildings, school, store, etc. that are unoccupied at night.

N.B.: As boys and staff are often engaged away from the open Sections, the Night Senior should pass within close proximity of the telephones of each section to ensure his availability.

2nd Inspection.

8.15 p.m. Remand and Classification	}	Check buildings and grounds.
8.30 p.m. Poplar House		
8.45 p.m. Quamby/Coolibah		
9.00 p.m. Sunnyside		
9.05 p.m. Red Gables		
9.10 p.m. Blue Gables		
9.15 p.m. Green Gables		
9.20 p.m. Admitting Office		

The other inspections will follow this pattern -

3rd inspection - 10.00 p.m.
 4th inspection - 12 midnight - check of numbers
 5th inspection - 2.00 a.m.
 6th inspection - 4.00 a.m. (a) check all instructions to Night Officer carried out.
 (b) Check entries in Trainees Information File.
 (c) Check reports of night happenings.

7th inspection - 6.00 a.m.

Night Senior. Cont'd.

Should an occurrence, e.g., admitting a boy, or a problem in section, prevent the Night Senior from observing these schedules, he should have an officer of that section, where he received the call, telephone other sections and notify them of his whereabouts. Immediately he is free, the Night Senior should resume his tour in accordance with the schedule. Any sections that were not visited should be contacted by telephone upon Night Senior's return to Admitting Office.

The Night Senior who commences duty at 8.00 p.m. should confer with the Admitting Officer regarding any instructions or information peculiar to his tour of duty, check the report books, check and sign for contents of safe.

The Night Senior should then ring each section and record the names of the night officers in the report book, check that sufficient staff are on duty for the functioning of each section, check the location of the depot cars and if cars have been booked for service later in the evening.

Whilst observing the section visiting times, indicated on the schedule, it is desirable to vary routes to enable the whole area of Turana to be inspected at least once each night. Special attention should be given to the security of schools, workshops and tradeshops, laundry, kitchen, store, boiler room, etc. The gates next to the Remand Centre should be closed as vehicles are often parked inside this area, and it is desirable to limit the amount of disturbance to the Remand Centre.

Repairs. The Night Senior should report any maintenance work that he considers necessary in any part of Turana. Special care should be taken to ensure that all outside lights are operating and that lighting is switched ON and OFF at the correct times.

Admitting Office. Must be kept locked when the Night Senior is not in attendance. If police arrive with boys, Remand and Classification staff are to be instructed to leave police in foyer adjacent to Admitting Office, but they are not permitted entry into main office, the door leading from telephonist's desk into main office must be kept locked.

Telephone. When Night Senior leaves office, switch to be placed in "DOWN" position. When Night Senior returns to office, switch to be placed in "UP" position.

Night Bell. Reverse switches when in attendance in office.

Clerical Work. As the evening supervision of Turana is dependent upon the mobility of the Night Senior, only essential clerical work should be undertaken before 10.00 p.m. As the admission of boys is the greatest interruption to this supervision, the only clerical work to be carried out in relation to an admission before 10.00 p.m. is the making out of a Remand or Training Centre receipt. All other information for diaries, record cards, etc. can be obtained from these receipts and recorded after 10.00 p.m.

Medical. If a boy takes ill or has an accident in any section, it is the Night Senior's responsibility to obtain treatment at Turana or at hospital. The boy must first be seen by the Night Senior who then gives the details to the doctor on call. He will advise the next procedure. Any delay in obtaining the doctor on call, consult the executive officer on call.

Night Senior. Cont'd.

Suggestions. The Night Senior has a greater appreciation of the problems of Turana than other officers whose duties are of a less extensive nature and this is especially true of the evening periods. If the Night Seniors have any proposals of benefit to the institution, they should pass them on for the perusal of the Superintendent.

Calling of Executive Officer. The roster for calling of executive officers is in the Admitting Office. When unsure of any problem or in need of assistance, a call should be made.

Money and Safe Key. All monies and valuable received are to be placed in the safe. At the changeover of each shift, the Night Senior signs ledger for receipt of safe key and checks the contents of safe and signs for same. N.B. The safe key must be carried on the person of the Night Senior.

Reports. As the Night Senior does not have the same direct communication with senior officers as the day staff, it is imperative that night reports convey comprehensive accounts of all occurrences. Any special incidents should be conveyed by a report to the Chief Youth Officer of the section concerned.

Spot Checks. To encourage observance of procedures, the Night Senior should make spot checks upon -

Programmes - any deviation of times or activities should be noted in section report book.

Numbers - officers are expected to know the number of boys in the group they are supervising. By frequent enquiry and checking, the Night Senior can impress on staff the need for this awareness of numbers and boys will also have less opportunity to "roam" in Turana.

Security - attention should be given to security section and out-buildings.

Trainees In- check on report books to ensure pertinent information formation entered.
File.

Leaves and Hospital. Boys on leave or admitted to hospital are to be left on numbers unless otherwise instructed.

Church Services. The Night Senior shall check in each section schedules to hold a morning Church Service and see that suitable preparation has been made for Service.

Weekends. If a boy is admitted on Remand between 5.00 p.m. Friday and 7.00 a.m. Monday, parents are to be notified of the boy's apprehension and amount of bail.

Abscondings. When it has been established that a trainee has absconded, the Night Senior will notify the Royal Park Police. The Night Senior will be able to describe the trainee and the clothing worn. Absconders are taken off numbers at midnight. If a boy has absconded parents must be notified on the same night and this fact noted in the report book. If a boy returns from absconding, parents must be notified upon the day or night of his return and fact noted in report book.

N.B. In addressing any correspondence to parents, please ensure the correct name is shown on envelope. As many boys have parents or guardians with surnames different from their own, this can cause confusion. If the Night Senior has any doubts in this matter, he should check with Admitting Officer on following morning.