

RECORDS USE ONLY

DEPARTMENT OF CHILDREN'S SERVICES

DEPARTMENTAL RECORDS SYSTEM



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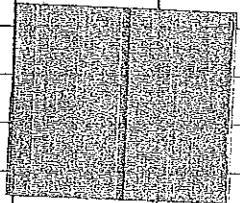
Name _____

Other Names _____

Allied Files

**ALLEGATIONS - ABUSE / NEGLECT
DEPARTMENTAL INSTITUTION**

FOLIO No.	ACTION OFFICER	ACTION COMPLETE INITIALS	ACTION COMPLETE DATE	REMARKS	FOLIO No.	ACTION OFFICER	ACTION COMPLETE INITIALS	ACTION COMPLETE DATE	REMARKS
PROCEDURES.									



QCPCI 3 E

Date: 1.2.2013

Exhibit number: 303

15/05/1986 - 12/08/1987

Box 5514528577

BOX 10389

DEPARTMENT OF CHILDREN'S SERVICES

file on policy

Plan to children

Subject:

Procedures for Allegations of Abuse and Neglect -
Departmental Institutions

*Procedures for investigation management of
complaints by staff or children concerning
abuse or maltreatment*

RECORD NUMBER

MINUTE

Secure Facilities: Westbrook Training Centre, Sir Leslie
Wilson Youth Centre, Cleveland Youth Centre,
John Oxley Youth Centre.

The three established and operating facilities have a Visiting
Justice calling regularly who reports to the Director. It
is presumed that John Oxley Youth Centre similarly will have
a Visiting Justice.

The role of the Visiting Justice in these facilities is to
oversight the standards of the cleanliness of the:

- physical environment;
- maintenance of standards of hygiene for the caring
of foodstuffs;
- quality of meals (menus) served to the children.

The Visiting Justice can also investigate complaints from
a child/youth or the Manager of the facility in relation to:

- legal procedures for a child before a court,
e.g. legal representation, date of court hearing;
- maltreatment of a child by other children;
- maltreatment* of a child by an adult employed at the
facility or in contact with the child;

* maltreatment may mean physical, emotional,
sexual, etc.

The Visiting Justice can and does refer these matters to the
Director for appropriate investigation by the Police or the
Department of Children's Services.

Allegations of Inappropriate Punishment Contrary to
Regulation 23 of the Children's Services Act

Each Departmental Institution is required to keep a punishment
book stating: date, time, nature of offence, officer concerned,
child concerned and nature of punishment inflicted for what
period of time.

These books are subject to the scrutiny of the respective
Regional Directors who are able to make or cause to be made,
inquiries or investigations about appropriate use of punishment.

Non-Secure Facilities - (Warilda, Carramar)

many of These facilities do not have the Visiting Justice system.
Therefore, the above listed functions are the responsibility
of the respective Regional Director.

*3/sep.
26/1/87
(Await
outcome
re h.i.s.)*

B/c 23/2/87

*and Visiting
Justice*

DEPARTMENT OF CHILDREN'S SERVICES

Subject:

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RECORD NUMBER

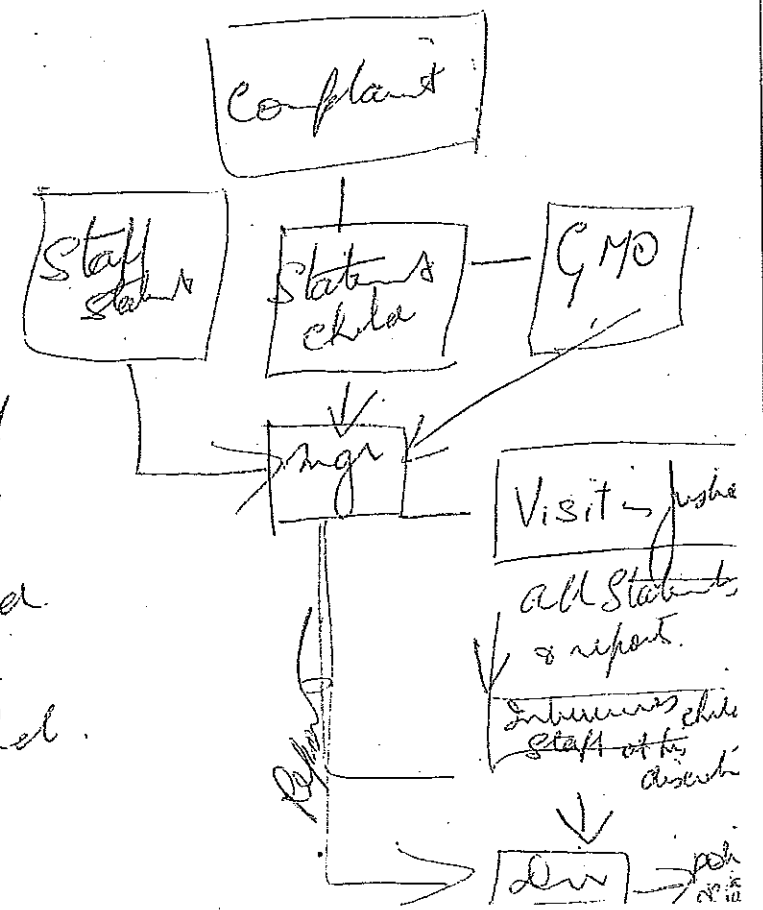
MINUTE

The procedure for the investigation of an alleged maltreatment/abuse of a child (a) by a child, or (b) by an adult should be:-

- (1) Inquiries made by the Manager and/or Regional Director to establish that a genuine complaint exists;
- (2) Where physical abuse has occurred, then a medical examination by the Government Medical Officer should be conducted and if sufficiently substantiated, the matter referred to the police for investigation with a view to making criminal charges.;
- (3) Where the matter is not of a criminal nature, disciplinary measures under the Public Service Act may be taken and if appropriate;
- (4) Offences against the Children's Services Act (e.g. harbouring, assisting to abscond) may be referred to the Police for investigation with a view to placing charges under that Act.

J. M. Doyle
 Janice Doyle
A/Regional Director
 9th July, 1986

staff → staff
child → staff
staff → child
child → child



DEPARTMENT OF CHILDREN'S SERVICES

INTER-OFFICE MEMO

TO:

Miss J Doyle
Manager
SIR LESLIE WILSON YOUTH CENTRE

Date: 15 May 1986

Our Ref.:

Your Ref.:

Refer to: Mr D Smith

Section: Metropolitan

COPIES TO:

Subject:

Protocol for Investigation of Child Protection Complaints within
Departmental Institutions

Attached is a copy of the document relating to Licensed Institutions,
which has been endorsed by Senior Management Committee.

This is to confirm my request that you prepare a draft of a similar
document relating to procedures for Departmental Institutions.



D A C Smith
Regional Director
METROPOLITAN

DEPARTMENT OF CHILDREN'S SERVICES

Subject: PROTOCOL FOR THE INVESTIGATION OF CHILD PROTECTION COMPLAINTS
WITHIN LICENSED INSTITUTIONS

RECORD NUMBER	MINUTE
	<p>Recent events have illustrated the need for clear guidelines relating to the investigation of allegations of abuse or neglect of children resident in Licensed Institutions.</p> <p>There have been several instances of abuse of children by residential care staff and also situations where the abuse has been occasioned by others but where residential care staff have become aware of the abuse and have not acted appropriately to ensure the safety of the children concerned. I have noted below some suggestions for your consideration.</p> <p><u>Underlying Principles</u></p> <ol style="list-style-type: none">1. The Department of Children's Services should take strenuous action to protect the health, welfare and rights of children in residential facilities.2. In taking this action the integrity and moral standards of ostensibly competent and dedicated workers will be questioned. There is a need, therefore, for specific sensitivity and confidentiality to protect the rights of these workers.3. As children in licensed institutions are in the care of the Director, the accountability requirements of the Westminster system must apply.4. Child Protection Investigations must be seen as separate from action in relation to Governing Authorities within the provisions of Sections 30-40 of the Children's Services Act. <p><u>Suggested Procedures</u></p> <ol style="list-style-type: none">1. Child Protection Investigations in respect of children in licensed institutions should be treated in accordance with the Director's standing instructions.2. Such investigations should be conducted in respect of the abuse or neglect of children and not in respect of inappropriate methods of care (eg. corporal punishment which is administered in accordance with the Children's Services Regulations).3. To avoid role conflict, senior and more experienced staff other than those regularly involved with the Institution should be allocated by the local District Manager.4. Immediately on receipt of an allegation concerning a child in a licensed institution, the District Manager should inform the Regional Director <i>whether</i>5. If another agency is involved in the investigation, then the matter should go to SCAN in the usual way. It is envisaged that the majority of such allegations would go to SCAN.

DEPARTMENT OF CHILDREN'S SERVICES

Subject:

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6. The findings of the investigation would be documented in the normal way and a copy of this documentation plus a comprehensive report would be sent by the District Manager to the Regional Director. The Regional Director or other designated person would take action in relation to the Governing Authority.
7. Following intervention by the Regional Director with the Governing Authority, then the Liaison Officer, Supervisor and respective District Manager would take up any day to day issues flowing from the allegations.

John R Beattie }
John Beattie
DISTRICT MANAGER