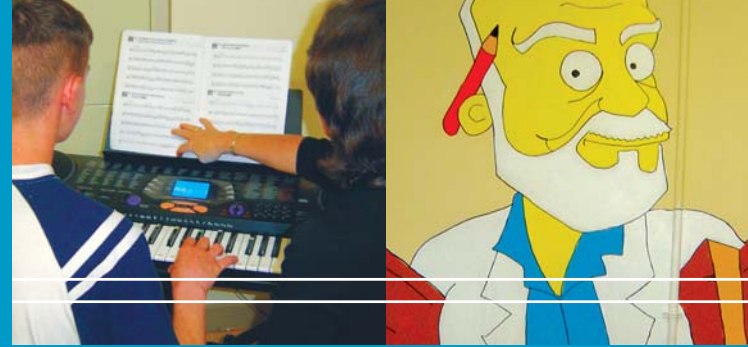


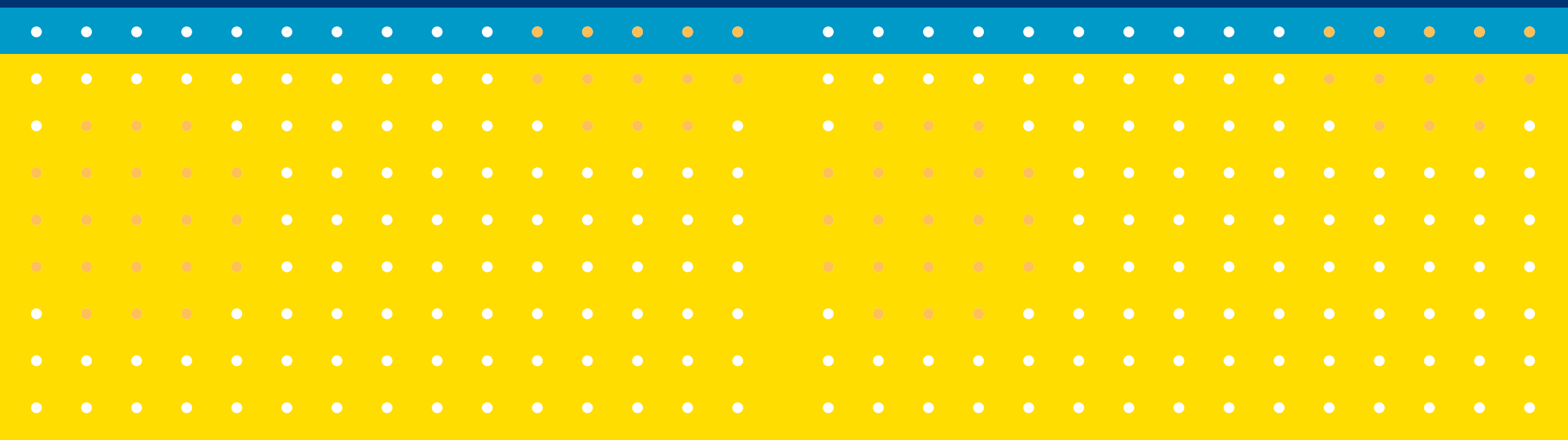


WOODLANDS JUVENILE JUSTICE CENTRE

1 Mosswood Close, Mosswood Avenue, Rathgael Road, Bangor, Co. Down, BT19 1TA
Tel: 028 9185 4600



Your Guide to Woodlands Juvenile Justice Centre



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Welcome to Woodlands Juvenile Justice Centre



Staff at the Centre realise that coming into a secure unit for the first time can be a very worrying or scary time for you. This booklet has been put together to help you understand what happens while you are in the Centre. Anything you are not sure about or need help with, please ask a member of staff.

Names of Staff

HOUSE UNIT

UNIT MANAGER

CASE MANAGER

KEY WORKERS

CENTRE DIRECTOR

PHIL TOOZE

Useful Telephone Numbers

HOME:

UNIT:

SOCIAL WORKER:

SOLICITOR:

CHILDLINE:0800 1111

CHILDREN'S LAW CENTRE:.....028 9024 5704

CHILDREN'S COMMISSIONER:028 9031 1616

NIACRO/I.R.'s:.....028 9032 0157

SAMARITANS:0845 790 90 90

OTHER:.....

.....

.....

.....

Induction/Assessment

During your first 3 days in the Centre, staff will work with you on your own. We want to help you learn about the Centre and identify how best we can help you while you are in Woodlands.

Your day will be divided between staff from different areas – care, education, medical etc...



Who are the people who will look after me?

- Unit Staff
- Medical
- Education
- Others

Unit Staff

Each unit has a **MANAGER, 3 TEAM LEADERS**, a group of **12 CARE STAFF** and **NIGHT STAFF**.

- A team leader and 3 staff will be on duty every day.
- Night staff will be on duty each night.

You will be appointed a **CASE MANAGER** and a **KEY WORKER** who will be responsible for looking after your individual needs.

They will:

- Give you support
- Carry out your assessment
- Meet with you and draw up a custody/community care plan – to decide what we can do to help you eg. work on offending, education, medical needs
- Tell you about meetings e.g. initial planning, reviews etc. which you will be able to attend and have your say
- Arrange for you to have visits and phone calls
- Talk to you about the progressive regime, anti bullying, complaints procedure, programmes, TCI, PCC etc.

Medical

You are entitled to healthcare facilities as you would be if you were at home. Within the Centre we have the following professionals who are here to help you with any health problems you may have. These are:

- Doctor
- Nurse
- Psychologist
- Psychiatrist
- Dentist
- Massage Therapist/Reflexologist

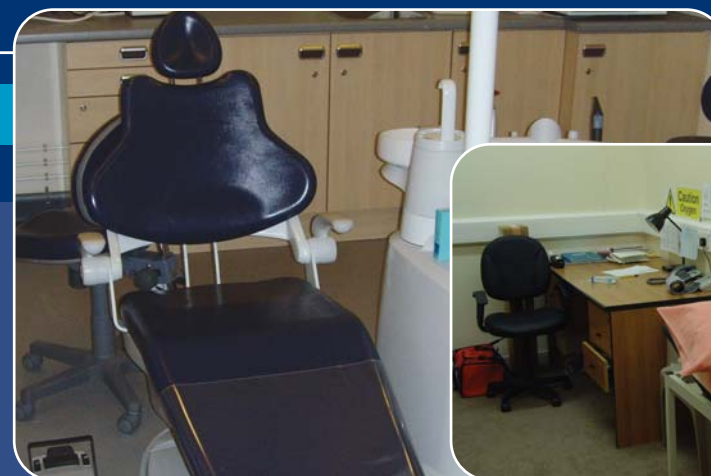
Doctor/Nurse

We have medical cover from 8.00am-9.00pm every day within the centre. On admission to the Centre you will have a full medical check up including a urine test to check if you are healthy. A doctor visits the Centre on a Thursday and you can request to see them. There is a nurse always within the centre from 8.00am-9.00pm. All young people will be treated in a confidential manner.

Psychologist/Psychiatrist

The Centre has a full time psychologist who is here between 9.00am-4.00pm (Monday-Friday). If you have any problems such as trauma (bad things or experiences you may have had), a poor sleep pattern, stress, depression etc ask to have a chat with her.

A psychiatrist visits the Centre on request. If you have been receiving treatment or medication for any mental health problems you can request to see him.



Dentist

All young people will be offered a dental check up after admission. If you do however get dental pain then please ask to see a nurse who will get you help.

Massage Therapist /Reflexologist

A massage therapist visits the Centre. She may be able to help you if you have sleep difficulties, anxiety, problems with giving up smoking etc. All young people will be offered the services of the massage therapist.

Health Promotion

Smoking is not allowed in the Centre. If you find you are having problems stopping smoking, just ask our nurses. We are here to help you get over those first few days stopping smoking.

From time to time you will be asked to participate in some health programmes, hopefully you will enjoy these. Some of the topics include

- sexual health
- drug awareness
- first aid

Please – if you have any health worries or problems either contact your key worker or simply ask to speak to one of the nurses. All of your worries/questions will be treated in confidence.





The School Day

MONDAY

Period 1	Period 2	BREAK	Period 3	Period 4	Period 5	Period 6	LUNCH	Period 7	Period 8
9.30 – 10.00	10.00 – 10.30		10.50 – 11.20	11.20 – 11.50	11.50 – 12.20	12.20 – 12.50		1.50 – 2.30	2.30 – 3.30

TUESDAY – FRIDAY

Period 1	Period 2	BREAK	Period 3	Period 4	Period 5	Period 6	LUNCH	Period 7	Period 8
9:00 – 9:40	9:40 – 10:20		10:40 – 11:10	11:10 – 11:40	11.40 – 12.10	12.10 – 12.40		1.50 – 2.30	2.30 – 3.30

Education

All young people are very welcome in school and attend each day. The teachers will try to make school an enjoyable and useful experience and are there to help you.

Main School

In school a wide choice of subjects are offered:

- ✓ Maths
- ✓ English
- ✓ Geography
- ✓ History
- ✓ Business Studies
- ✓ P.E.
- ✓ Cookery
- ✓ Art/Ceramics
- ✓ Cartooning
- ✓ Woodwork
- ✓ Car Mechanics
- ✓ Computers
- ✓ Swimming
- ✓ Drama
- ✓ Music
- ✓ Horticulture

Young people are able to get exams in all of these subjects - GCSE's, AQA units, occupational studies and essential skills etc..

The **placement officer** will work with you to find a school, training place or job when you leave.

School Aims

To:

- Provide an enjoyable and worthwhile time
- Improve basic skills – reading & writing, number work
- Help you pass exams
- Learn new things
- Build friendships
- Build confidence

School Rules

- Be respectful
- Dress properly
- Turn up ready to take part



Others

I.R.s – Independent Representatives

I.R.s are trained to work and communicate with young people. They will listen and record any issues or requests you may have. They will respond to these and represent your views to your team leader and/or unit manager. They are not employed by the Youth Justice Agency but to act as your advocate. They will visit your unit weekly.

Spiritual

Representatives of different religions make regular visits to the Centre and you can request an individual visit at any time.

Family Link Workers

The family link worker will liaise with your family/carer and provide support if it is needed.

Bail Support

The bail support team try, if possible, to provide young people with an alternative to having to stay in custody through a range of community based services. You will be visited by one of the team within the next few days.



Video Link

You may be required to appear in front of the court by video link. Staff will take you there and explain to you how the link up happens.



Programmes

These are designed to address your individual needs.

Such as:

- Offending
- Anger Management
- Alcohol & Substance Misuse
- Sexual Health & Relationships
- Car Crime
- Independent Living Skills
- Parenting Skills
- Oppression and Discrimination

Programmes may take place on an individual or group basis and may involve young people from other units coming together.

You will have a programme time every day.

They are designed to be interesting and useful. You can learn new ways of dealing with situations which may help you make better choices in the future.

You must engage in programmes selected to meet your needs in order to progress on the progressive regime.

What will be my daily routine?

MONDAY – FRIDAY

7:30	Wake up – shower – tidy bedroom – breakfast
9:00	School
10:20	Break
10:40	School
12:40	Lunch – unit activities
1.50	School
3:30	Return to unit – individual unit activities
4:30	Tea

UNIT ACTIVITIES – programmes, recreation, living skills etc..

Bed times depend on the progressive regime (see progressive regime sheet)

WEEKENDS & HOLIDAYS

10:30 Will have started your daily routine

UNIT ACTIVITIES

12:30 Lunch

UNIT ACTIVITIES

4:30 Tea

UNIT ACTIVITIES

Bed times depend on the progressive regime

What is the progressive regime?

There are 5 levels on the progressive regime, BRONZE, SILVER, GOLD, PLATINUM and PLATINUM PLUS. You start on SILVER.

How Do I Move Up/Down?

DOWN		UP
4 adverse reports in 1 week	BRONZE – SILVER	2 weeks with recommendations to move up
3 adverse reports in 1 week	SILVER – GOLD	3 weeks with recommendations to move up 2 weeks with no adverse reports
2 adverse reports in 1 week	GOLD – PLATINUM	4 weeks with recommendations to move up 3 weeks with no adverse reports
2 adverse reports in 1 week	PLATINUM - PLATINUM PLUS	Minimum of 5 weeks with recommendations to move up, subject to panel approval

You can be dropped immediately for a period of time to a lower level by a manager if your behaviour is poor.

YOU SHOULD HAVE BEEN GIVEN A COPY OF THE PROGRESSIVE REGIME SHEET, IF NOT PLEASE ASK FOR ONE.

What are unit activities?

• Daily Living Skills • Recreation

Daily Living Skills

You will be expected to take part in keeping your unit clean and tidy. Your room is your own responsibility but the living room, recreation rooms, dining room and hallways are shared.



You will be encouraged to help prepare snacks/special meals with staff, which you can decide between you - these can be linked to AQA awards.

Recreation

Outdoor

(All levels may attend)

- Horticulture
- Football
- Volleyball



Swimming Pool

(Silver level and above)

Times are allocated to each unit when you can use the pool.

Don't worry if you can't swim. A trained lifeguard will always be on duty!



Sports Hall

(All levels may attend)



Fitness Suite

(Silver level and above)

A trained instructor will help you develop an individual training plan.



Family & Visits

We will let your family/carers know you are here straight away. We want you to have as much contact with them as possible. You may ring them every day and they can ring you.

Sorry! No mobile phones are allowed in the Centre. You can write letters to your family and we will post them for you. You can also receive letters but staff check them to make sure there are no forbidden items in the envelope. This helps to keep everyone safe.

The staff will make arrangements for your family/carers to visit you. Visits must be pre-booked. Your visit may be supervised. CCTV cameras are in all visiting rooms. A bus is organised by NIACRO from Glengall Street in Belfast to the Centre on Sundays.

Visiting times:	Monday – Friday	3:30 – 4:15pm
	Saturday & Sunday	2:00 – 2:45pm
		or
		3:00 – 3:45pm



Meetings

Meetings are arranged with the different people who are working with you in the Centre and from the community. You and your parents/carers are encouraged to attend.

Types of meetings:

- Meeting with your key worker/case manager.
- Initial planning meeting to see how we can best care for you. This will happen within your first 2 weeks here.
- Daily meeting of young people and staff in your unit.
- Wednesday meeting when your position on the progressive regime will be discussed with you.
- Meeting with bail support.
- Probation officer/social worker (if you have one).
- Case review meetings to make sure we are meeting your needs.

Complaints

If you are unhappy and wish to make a complaint you can ask to speak to:

- Your key worker
- The unit manager/duty manager
- IRs/Children's Commissioner/
Children's Law Centre
- A team leader/duty team leader
- Night manager
- Or request a complaints form

Bullying

The Centre will **not tolerate** any form of bullying. Bullying is anything which hurts you or makes you feel uncomfortable. If you think you are being bullied please tell a member of staff immediately.

Dress Code

You will have to dress appropriately. This includes wearing slippers in the unit, trainers when you go out to school etc.. This is a neutral environment and as such no football/rugby tops, flags or emblems can be worn.



TCI – Therapeutic Crisis Intervention

All staff are trained in TCI. This means if you are in a crisis situation, however minor it may seem to you, staff will try to help you talk through the problem and reach a positive outcome.

If, however, the situation escalates and you may be putting yourself or others at risk – PCC techniques may have to be used. You may be asked to spend a short period of time in your room to prevent things getting out of hand.

PCC – Physical Control & Care

All staff are trained in PCC. This is designed to allow you to be physically controlled safely without harm to yourself or others. Staff will inform you if they intend to take hold of you and will keep you informed throughout.

Following any incidents you will be given the time for a life space interview, which allows you to reflect and talk through what led up to the incident and how you may act differently in the future.



Rules Of The Centre

The Centre rules are very simple:

Respect for - Other young people
Staff
Property

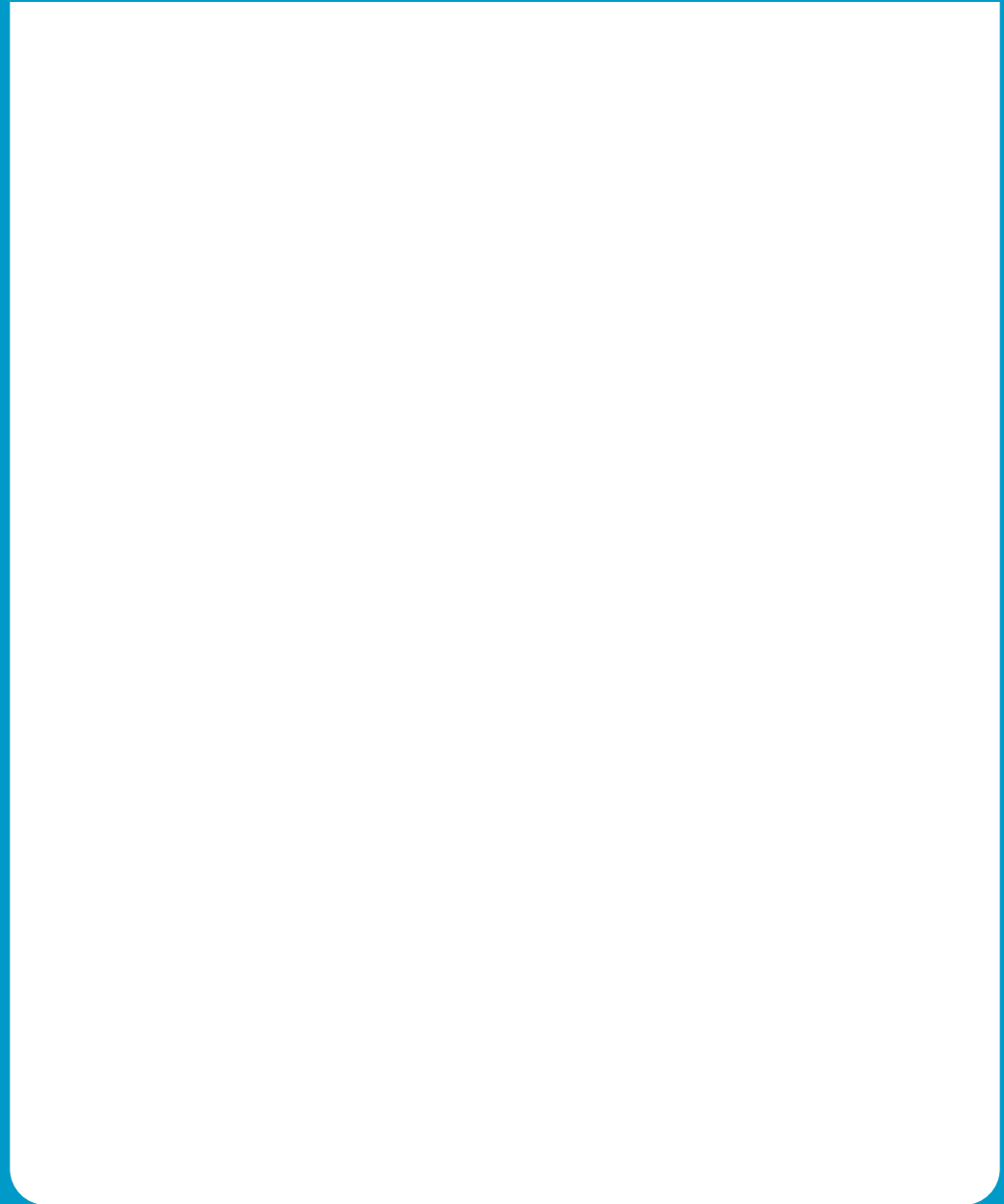
- No physical violence toward anyone
- No bullying
- Join in routines and do as asked
- Join in programmes
- No smoking, drinking alcohol or taking drugs
- Dress as requested
- No graffiti



Notes



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