

Title: Entering Youth's Rooms
Issued By: Rights of Passage
Applies To: Program Services

I. POLICY

Entry into the room of youth at the Rights of Passage (ROP) program must be for a specific and clear purpose, and made in the presence of at least two (2) program staff.

II. PURPOSE

To safeguard the privacy of youth while maintaining sanctuary for everyone and adherence with the program requirements.

III. PROCEDURE

Unless specified otherwise, Youth Support Worker are responsible for the following tasks –

- A. Ensure that there is a minimum of two (2) program staff present when it is necessary to enter a youth's room.
- B. The purpose for entering a youth's room include, but is not limited to –
 - 1. Assist youth with a specific task such as cleaning, but only upon the request of the youth;
 - 2. Conduct safety checks for youth who –
 - a. Returned under the influence of substances;
 - b. Indicated risk of self-harm; and/or
 - c. Considered to be at-risk of harm.
 - 3. Conduct room cleanliness checks, and/or
 - 4. Conduct room searches.
- C. Safety Checks
 - 1. Knock on the door to alert the youth that program staff will enter the room; and
 - 2. Enter the room only far enough to observe the youth and return long enough to establish that the youth appears safe.
- D. Room Cleanliness Checks
 - 1. Notify youth about the room check before it is conducted;
 - 2. Knock on the door and wait before entering the room; and
 - 3. Two staff will enter the room and conduct a visual check of the required elements of cleanliness without disturbing the youth's belongings.
- E. Room Searches

1. Conduct a room search if any program staff has reason to believe that the youth has a guest or item(s) in the room that contravenes the Rights of Passage (ROP) rules;
2. When possible, before conducting a room search, inform youth about the reason for the search.
 - a. Allow youth an opportunity to acknowledge the breach of rules and/or turn over or remove the item(s);
 - b. Use discretion when disclosing third party information if the allegation concerns a co-resident; and
 - c. If the youth denies the breach or possession of contraband and refuses to turn the item(s) over, conduct a room search immediately.
3. Ensure that two (2) program staff are inside the room for the duration of the search;
4. Wear protective gloves and be mindful of sharp items that may be encountered during the search;
5. Conduct a thorough search, which may include but is not limited to drawers, pockets, and other potential hiding places.
6. Ensure that the room and youth belongings are left in the same condition it was found.
7. If the youth becomes aggressive or disruptive during the room search, ask the youth to leave the room or building until the search is complete.
8. If anything contraband is found, place the item(s) in a large Ziploc bag or other appropriate container.
 - a. List all the items confiscated;
 - b. Note the date and time of the search; and
 - c. Create an Incident Report (IR) in the Efforts to Outcomes (ETO) software.
9. Log the details of the search in the youth's file.
10. If the youth is not present at the time of room search –
 - a. Notify the youth in writing about the search that was conducted, and
 - b. Immediately upon the youth's return, discuss the reason(s) and outcome of the room search.