

Tours of the Training School

Rhode Island Department of Children, Youth, and Families
Division of Juvenile Correctional Services: RI Training School

Policy: 1200.0007

Effective Date: August 16, 2010

Version 1

Tours are an important tool in building community understanding and support for the Training School's residents, staff and mission. To protect residents' privacy and confidentiality, as well as to ensure the safety of residents, staff and visitors, tours are approved by the Superintendent or designee and are conducted in conformance with all facility rules.

Related Procedure

[Tours of the Training School](#)

Related Policy

[Public Information and Relations](#)

[Media Interviewing or Photographing Children and Youth in DCYF Care](#)

[Releasing DCYF Mailing Lists and Disseminating Information for Other Agencies](#)

Tours of the Training School

Procedure from Policy 1200.0007: Tours of the Training School

- A. The Superintendent or designee provides approval for Training School tours.
 - 1. A request for a tour is made in writing to the Superintendent or designee.
 - 2. The Superintendent informs the Chief of Staff of the Department of Children, Youth and Families of the request.
 - 3. The request includes a description of the proposed participants, their number and the purpose of the visit.
 - 4. The Superintendent or designee approves the tour in advance and designates the staff responsible for conducting the tour, ensuring that the assigned staff is fully cognizant of the facility's security, safety and confidentiality procedures.
 - 5. Only staff assigned by the Superintendent or designee may conduct a tour. In the event that a substitution is required, the Superintendent or designee names an alternative staff.
 - 6. Staff are courteous to visitors and respond to questions in an accurate manner.
 - 7. Under no circumstances is a resident's confidential information shared with visitors.

- B. The Superintendent or designee ensures that visitors conform to the rules of the facility.
 - 1. Staff responsible for the tour reviews the posted rules of the facility as well as the residents' right to confidentiality with visitors.
 - 2. By signing the daily Sign In/Sign Out sheet, each visitor agrees to abide by state law regarding residents' rights to privacy and the rules of the facility.
 - 3. Visitors provide a valid photo identification card.
 - 4. If any visitor is a minor, the assigned staff ensures that a signed and dated parental permission statement is collected and provided with the confidentiality statement before the commencement of the tour.
 - 5. The assigned staff ensures that all safety and security procedures are followed and that confidential information is secured before the tour begins.
 - 6. The assigned staff ensures that interactions between residents and visitors are limited and that all interaction is entirely voluntary from the perspective of each resident.

- C. Paragraphs A and B are consistent with American Correctional Association Standards 3-JDF-1A-30, 3-JTS-1A-25, 3-JTS-1A-26, 3-JDF-1A-31 and 3-JTS-1A-27.