

INFORMATION COLLECTION TOOLS

Appendix 3

This appendix contains three information collection tools.

- Information collection tool 1 for police and law enforcement authorities
- Information collection tool 2 for competent authorities
- Information collection tool 3 for places of detention

The tools collect numerical information for the Quantitative Indicators (Indicators 1 to 11).

As discussed in Chapter 4 (Methodology), the tools may be used either for the collection of information from disorganised or bulky information systems, or as a basis for the collection of information by sampling through questionnaires or face-to-face interviews. In respect of the indicators that require information from a completed 12 month period however, it must be borne in mind that where information has not systematically been recorded over that period, information sources are unlikely to be able to recall that information if interviewed or questioned as part of a sample.

JUVENILE JUSTICE INDICATORS MANUAL

INFORMATION COLLECTION TOOL 1

POLICE AND OTHER LAW ENFORCEMENT AUTHORITIES

for use with

Indicator 1: Children in conflict with the law

Indicator 2: Children in detention

Indicator 3: Children in pre-sentence detention

Indicator 6: Child deaths in detention

Indicator 7: Separation from adults

Indicator 8: Contact with parents and family

Indicator 10: Pre-sentence diversion

Indicator 13: Complaints mechanism

Information Source Name:	
Address and Contact Details:	
Type of Law Enforcement Authority:	

Introduction:

This information collection tool is for use with a police or law enforcement authority identified as an information source. It contains 6 surveys. These 6 surveys facilitate the collection of information for 8 out of the 15 indicators.

Part I contains Survey 1. This survey is used for collecting information on the number of children arrested by the law enforcement authority in a 12 month period.

Part II contains Surveys 2 and 3. These are used for measuring the number of children held in detention by the law enforcement authority on a particular date. Children held in pre-sentence detention should be entered in Survey 2. Law enforcement authorities are quite unlikely to hold children in detention after sentencing. However, any children that are detained by the law enforcement authority after sentencing should be entered in Survey 3.

Part III contains Survey 4. This survey is used to provide information about the use of pre-sentence diversion.

Part IV contains Surveys 5 and 6. These surveys are concerned with the conditions of detention. Survey 5 counts how many child deaths have occurred in custody during a 12 month period. Survey 6 assesses whether the law enforcement authority operates a complaints system.

Definitions ¹:

adult criminal justice system	The adult criminal justice system consists of the laws, procedures, professionals, authorities and institutions that apply to witnesses and victims, and to adults alleged as, accused of, or recognized as having committed a criminal offence.
arrest	A child is arrested where he or she is placed under the custody of the police, military, intelligence or other security forces because of actual, perceived or alleged conflict with the law.
at risk of delinquency	Although it may not be an offence under the law in question, children may come into contact with the juvenile justice or adult criminal justice system as a result of being considered to be in danger by virtue of their behaviour, or, through association, by the behaviour of others.
category of offence	Means the categories of offence described in Table 1 below and as defined in this definitions section. Although the categories of 'at risk of delinquency' and 'irregular situation' may not strictly be offences under the national law in question, they are included here due to their frequent occurrence.
child	A child is any person below the age of eighteen years.
competent authority	The competent authority is the part of the juvenile justice or adult criminal justice system that is responsible for making procedural or disposition decisions regarding a child's case.
conflict with the law	A child is in conflict with the law where he or she has committed or has been accused of having committed an offence. Depending upon the local context, children may also be in conflict with the law where they are dealt with by the juvenile justice or adult criminal justice system for reason of being considered to be in danger by virtue of their behaviour or the environment in which they live.
deprivation of liberty/detention	A child is deprived of liberty where he or she is placed in any form of detention or imprisonment in a public or private setting, from which the child is not permitted, by order of any competent authority, to leave at will.
diversion	A child is diverted where he or she is in conflict with the law but has their case resolved through alternatives, without recourse to the usual formal hearing before the relevant competent authority. To benefit from diversion, the child and/or his or her parents or guardian must consent to the diversion of the child's case. Diversion may involve measures based on the principles of restorative justice.
drug-related offence	Drug-related offence may be understood to mean intentional acts that involve the cultivation, production, manufacture, extraction, preparation, offering for sale, distribution, purchase, sale, delivery on any terms whatsoever, brokerage, dispatch, dispatch in transit, transport, importation, exportation and possession of internationally controlled drugs.
ethnicity	Means the categories of ethnicity defined in Table 1 below.
immigration/migration offence	An immigration/migration offence is an offence relating to the legality of the entry and/or continued presence of the child and/or his or her family in the country in question, or to the legality of the current place of residence of the child and/or his or her family following internal displacement.
irregular situation	Although it may not be an offence under the law in question, children may come into contact with the juvenile justice or adult criminal justice system as a result of being considered to be in danger from the environment in which they live.
juvenile justice system	The juvenile justice system consists of the laws, policies, guidelines, customary norms, systems, professionals, institutions and treatment specifically applicable to children in conflict with the law.
offence	A child commits an offence where he or she commits any act punishable by the law by virtue of the legal system in

¹ These are definitions to the terms used in this Manual. Definitions might need to be adapted to each legal system.

	question.
place of detention	A place of detention is any public or private facility where a child is deprived of liberty.
pre-sentence detention	A child is held in pre-sentence detention where he or she is deprived of liberty and is awaiting a final decision on his or her case from a competent authority.
public disorder offence	A public disorder offence is an offence involving a breach of the peace or causing a public nuisance.
sentence	A competent authority passes a sentence when – notwithstanding any right of appeal – it makes a final decision about a child’s case and rules that the child shall be subject to certain measures.
serious offence against a person	A serious person offence is homicide, non-intentional homicide, kidnapping, rape, sexual assault or abuse, assault or an attempt to carry out any of these acts.
serious property offences	A serious property offence is burglary, robbery or arson, or an attempt to carry out any of these acts. Burglary is the unlawful entry into someone else’s premises with the intention to commit a crime. Robbery is the theft of property from a person, overcoming resistance by force or the threat of force.
status offence	A status offence is an act or behaviour that is only punishable if the person committing it is aged under eighteen, or is believed to be aged under eighteen.
theft	Theft is the removal of property without the consent of the owner. Theft excludes burglary and housebreaking.

Table 1: Codes for use in surveys

FOR USE WITH SURVEYS 1 – 5 COLUMN E	FOR USE WITH SURVEYS 1 – 5 COLUMN F	FOR USE WITH SURVEYS 2 and 3 COLUMN H	FOR USE WITH SURVEY 4 COLUMN H	FOR USE WITH SURVEY 5 COLUMN G
Ethnicity	Category of offence	Last visit from parents or adult family member	Diversion programme	Cause of death
1 <i>To be defined</i>	1 Serious offence against a person	1 Child has no living family	1 Informal or formal police warning	1 Murder
2 <i>To be defined</i>	2 Serious property offence	2 Never	2 Victim reconciliation scheme	2 Suicide
3 <i>To be defined</i>	3 Theft	3 In the last month	3 Family group conferencing	3 Alcohol or drug intoxication
4 <i>To be defined</i>	4 Public disorder offence	4 In the last 3 months	4 Payment of compensation	4 Accidental death
5 <i>To be defined</i>	5 Drug-related offence	5 In the last 6 months	5 Acceptance of employment, education or counselling	5 Illness or infection
6 <i>To be defined</i>	6 Political offence	6 Over 6 months ago	6 Judicial reprimand	6 HIV/AIDS related
7 <i>To be defined</i>	7 Immigration/migration offence	7 Not known		7 Other
	8 Status offence			
	9 Other			
	10 ‘At risk of delinquency’			
	11 ‘Irregular situation’			

Summary of Indicators and Surveys:

Indicator	Description	Use
Indicator 1	Children in conflict with the law	Survey 1, Total children
Indicator 2	Children in detention	Surveys 2 and 3, Total children
Indicator 3	Children in pre-sentence detention	Survey 2, Total children
Indicator 7	Separation from adults	Surveys 2 and 3, Column G
Indicator 8	Contact with parents and family	Surveys 2 and 3, Column H
Indicator 10	Pre-sentence diversion	Survey 4, Total children diverted
Indicator 6	Child deaths in detention	Survey 5, Total child deaths
Indicator 13	Complaints mechanism	Survey 6

Guidance notes:

Completion of **SURVEY 1** provides information for the calculation of Indicator 1.

All children arrested by the law enforcement authority during the 12 month period should be entered in SURVEY 1.

Completion of **SURVEY 2** and **SURVEY 3** provides information for the calculation of Indicators 2, 3, 7 and 8.

SURVEY 2 and SURVEY 3 should be filled in for each child held in detention by the law enforcement authority on the date of survey. Children held in pre-sentence detention on that date should be entered in SURVEY 2, and children held after sentencing on that date should be entered in SURVEY 3.

Completion of **SURVEY 4** provides information for Indicator 10.

All children who enter a pre-sentence diversion scheme during the 12 month period should be entered in SURVEY 4.

Completion of **SURVEYS 5 and 6** provides information for Indicators 6 and 13.

All child deaths that have occurred whilst the child is in the custody of the law enforcement authority during the 12 month period should be recorded in SURVEY 5.

The operation of any complaint system by the law enforcement authority should be recorded in SURVEY 6.

PART I – CHILDREN IN CONFLICT WITH THE LAW

SURVEY 1 – Children arrested during the 12-month period [dd/mm/yy – dd/mm/yy]

PERIOD: [dd/mm/yy] – [dd/mm/yy]						
A	B	C	D	E	F	G
Child reference	Gender	Date of Birth	Age at time of arrest	Ethnicity	Category of offence	Date of arrest
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	[dd/mm/yy]
TOTAL NUMBER OF CHILDREN ARRESTED:						

PART II – CHILDREN IN DETENTION ON A PARTICULAR DATE

SURVEY 2 – Children detained pre-sentence on a particular date

DATE OF SURVEY:							
A	B	C	D	E	F	G	H
Child reference	Gender	Date of Birth	Age	Ethnicity	Category of offence	Separated from adults?	Last visit from parents or adult family member?
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	Y / N	1 – 7
TOTAL NUMBER OF CHILDREN:							

SURVEY 3 – Children detained after sentencing on a particular date

DATE OF SURVEY:							
A	B	C	D	E	F	G	H
Child reference	Gender	Date of Birth	Age	Ethnicity	Category of offence	Separated from adults?	Last visit from parents or adult family member?
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	Y / N	1 – 7
TOTAL NUMBER OF CHILDREN:							

PART III – DIVERSION

SURVEY 4 – Children entering a pre-sentence diversion scheme during the 12-month period [dd/mm/yy – dd/mm/yy]

PERIOD: [dd/mm/yy] – [dd/mm/yy]							
A	B	C	D	E	F	G	H
Child reference	Gender	Date of Birth	Age at time of diversion	Ethnicity	Category of offence	Date of diversion	Diversion programme
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	[dd/mm/yy]	1 – 7
TOTAL NUMBER OF CHILDREN DIVERTED:							

PART IV – CONDITIONS OF DETENTION

SURVEY 5 – Child deaths in detention during the 12 month period [dd/mm/yy – dd/mm/yy]

PERIOD: [dd/mm/yy] – [dd/mm/yy]						
A	B	C	D	E	F	G
Gender	Date of Birth	Age at time of death	Detained pre-sentence or after sentencing	Ethnicity	Category of offence	Cause of death
M / F	[dd/mm/yy]	Years	Pre / Sentenced	1 – 8	1 – 11	1 – 7
TOTAL NUMBER OF CHILDREN:						

SURVEY 6 –Existence of a complaints system

A	B	C	D	E	F	G
Does a complaints system exist?	Who must complaints be made to?	Must children be made aware of the system?	Are children entitled to assistance when filing a complaint?	Are children entitled to file anonymous complaints?	Must children be informed of the outcome of a complaint?	Must reparations be made available for the child when a complaint is upheld?
Y / N	[free text]	Y / N	Y / N	Y / N	Y / N	Y / N
OPERATION OF A COMPLAINTS SYSTEM? (Y/N):						

JUVENILE JUSTICE INDICATORS MANUAL

INFORMATION COLLECTION TOOL 2

COMPETENT AUTHORITIES or PUBLIC PROSECUTOR

for use with

Indicator 4: Duration of pre-sentence detention

Indicator 5: Duration of sentenced detention

Indicator 9: Custodial sentencing

Indicator 10: Pre-sentence diversion

Information Source Name:	
Address and Contact Details:	
Type of Competent Authority:	

Introduction:

This information collection tool is for use at an individual competent authority identified as an information source. It can also be used with information sources such as offices of the public prosecutor. It contains 4 surveys. These 4 surveys facilitate the collection of information for 4 out of the 15 indicators.

Part I contains Surveys 1 and 2. These surveys are used to find out the length of time spent in detention by children. These surveys require information about all children completing their period of detention during a particular period (usually 12 months).

Part II contains Surveys 3 and 4. These surveys provide information about custodial sentencing and the use of pre-sentence diversion.

Definitions:

adult criminal justice system	The adult criminal justice system consists of the laws, procedures, professionals, authorities and institutions that apply to witnesses and victims, and to adults alleged as, accused of, or recognized as having committed a criminal offence.
arrest	A child is arrested where he or she is placed under the custody of the police, military, intelligence or other security forces because of actual, perceived or alleged conflict with the law.
at risk of delinquency	Although it may not be an offence under the law in question, children may come into contact with the juvenile justice or adult criminal justice system as a result of being considered to be in danger by virtue of their behaviour, or, through association, by the behaviour of others.
category of offence	Means the categories of offence described in Table 1 below and as defined in this definitions section. Although the categories of 'at risk of delinquency' and 'irregular situation' may not strictly be offences under the national law in question, they are included here due to their importance.
child	A child is any person below the age of eighteen years.
competent authority	The competent authority is the part of the juvenile justice or adult criminal justice system that is responsible for making procedural or disposition decisions regarding a child's case.
conflict with the law	A child is in conflict with the law where he or she has committed or has been accused of having committed an offence. Depending upon the local context, children may also be in conflict with the law where they are dealt with by the juvenile justice or adult criminal justice system for reason of being considered to be in danger by virtue of their behaviour or the environment in which they live.
deprivation of liberty/detention	A child is deprived of liberty where he or she is placed in any form of detention or imprisonment in a public or private setting, from which the child is not permitted, by order of any competent authority, to leave at will.
diversion	A child is diverted where he or she is in conflict with the law but has their case resolved through alternatives, without recourse to the usual formal hearing before the relevant competent authority. To benefit from diversion, the child and/or his or her parents or guardian must consent to the diversion of the child's case. Diversion may involve measures based on the principles of restorative justice.
drug-related offence	Drug-related offence may be understood to mean intentional acts that involve the cultivation, production, manufacture, extraction, preparation, offering for sale, distribution, purchase, sale, delivery on any terms whatsoever, brokerage, dispatch, dispatch in transit, transport, importation, exportation and possession of internationally controlled drugs.
ethnicity	Means the categories of ethnicity defined in Table 1 below.
immigration/migration offence	An immigration/migration offence is an offence relating to the legality of the entry and/or continued presence of the child and/or his or her family in the country in question, or to the legality of the current place of residence of the child and/or his or her family following internal displacement.
irregular situation	Although it may not be an offence under the law in question, children may come into contact with the juvenile justice or adult criminal justice system as a result of being considered to be in danger from the environment in which they live.
juvenile justice system	The juvenile justice system consists of the laws, policies, guidelines, customary norms, systems, professionals, institutions and treatment specifically applicable to children in conflict with the law and to witnesses and victims.
offence	A child commits an offence where he or she commits any act punishable by the law by virtue of the legal system in question.
place of detention	A place of detention is any public or private facility where a child is deprived of liberty.
pre-sentence detention	A child is held in pre-sentence detention where he or she is deprived of liberty and is awaiting a final decision on his or

	her case from a competent authority.
public disorder offence	A public disorder offence is an offence involving a breach of the peace or a public nuisance.
sentence	A competent authority passes a sentence when – notwithstanding any right of appeal – it makes a final decision about a child’s case and rules that the child shall be subject to certain measures.
serious offence against a person	A serious person offence is homicide, non-intentional homicide, kidnapping, rape, sexual assault or abuse, assault or an attempt to carry out any of these acts.
serious property offences	A serious property offence is burglary, robbery or arson, or an attempt to carry out any of these acts. Burglary is the unlawful entry into someone else’s premises with the intention to commit a crime. Robbery is the theft of property from a person, overcoming resistance by force or the threat of force.
status offence	A status offence is an act or behaviour that is only punishable if the person committing it is aged under eighteen, or is believed to be aged under eighteen.
theft	Theft is the removal of property without the consent of the owner. Theft excludes burglary and housebreaking.

Table 1: Codes for use in surveys

FOR USE WITH SURVEYS 1 – 4 COLUMN E	FOR USE WITH SURVEYS 1 – 4 COLUMN F	FOR USE WITH SURVEY 3 COLUMN H	FOR USE WITH SURVEY 4 COLUMN H
Ethnicity	Category of offence	Sentence	Diversion programme
1 To be defined	1 Serious offence against a person	1 Deprivation of liberty	1 Informal or formal police warning
2 <i>To be defined</i>	2 Serious property offence	2 Restriction of liberty	2 Victim reconciliation scheme
3 <i>To be defined</i>	3 Theft	3 Open institution	3 Family group conferencing
4 <i>To be defined</i>	4 Public disorder offence	4 Suspended custodial sentence	4 Payment of compensation
5 <i>To be defined</i>	5 Drug-related offence	5 Care, guidance or supervision order	5 Acceptance of employment, education or counselling
6 <i>To be defined</i>	6 Political offence	6 Probation	6 Judicial reprimand
7 <i>To be defined</i>	7 Immigration/migration offence	7 Community service order	7 Other
	8 Status offence	8 Fine	
	9 Other	9 Judicial admonishment	
	10 ‘At risk of delinquency’	10 Other	
	11 ‘Irregular situation’	11 Not guilty	

Summary of Indicators and Surveys:

Indicator	Description	Use
Indicator 4	Duration of pre-sentence detention	Survey 1, Column J
Indicator 5	Duration of sentenced detention	Survey 2, Column J
Indicator 9	Custodial sentencing	Survey 3, Total children sentenced to detention
Indicator 10	Pre-sentence diversion	Survey 4, Total children diverted

Guidance notes:

Completion of **SURVEY 1** and **SURVEY 2** provides information for the calculation of Indicators 4 and 5.

All children who have completed a period of pre-sentence detention during a chosen period under the supervision of the competent authority should be entered in SURVEY 1. All children who have completed a period of sentenced detention during a chosen period should be entered in SURVEY 2.

The time spent in detention is then worked out and entered in Column J of each survey.

Completion of **SURVEY 3** and **SURVEY 4** provides information for Indicators 9 and 10.

All children sentenced by the competent authority during the 12 month period should be entered in SURVEY 3, including children who are acquitted or are sentenced to non-custodial measures.

All children who enter a pre-sentence diversion scheme during the 12 month period should be entered in SURVEY 4.

PART I – CHILDREN COMPLETING DETENTION DURING A PARTICULAR PERIOD

SURVEY 1 – Children completing pre-sentence detention during the period [dd/mm/yy – dd/mm/yy] due to sentencing or acquittal

PERIOD: [dd/mm/yy] – [dd/mm/yy]									
A	B	C	D	E	F	G	H	I	J
Child reference	Gender	Date of Birth	Age at time of arrest	Ethnicity	Category of offence	Date of arrest	Date of starting pre-sentence detention	Date of completion of pre-sentence detention due to acquittal or sentencing	Time spent in pre-sentence detention
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	[dd/mm/yy]	[dd/mm/yy]	[dd/mm/yy]	Months

Column J = [Column I (Date of completion of pre-sentence detention)] – [Column H (Date of starting pre-sentence detention)]

SURVEY 2 – Children completing sentenced detention during the period [dd/mm/yy – dd/mm/yy] due to release

PERIOD: [dd/mm/yy] – [dd/mm/yy]									
A	B	C	D	E	F	G	H	I	J
Child reference	Gender	Date of Birth	Age at time of arrest	Ethnicity	Category of offence	Date of sentence	Date of starting sentenced detention	Date of completion of sentenced detention	Time spent in sentenced detention
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	[dd/mm/yy]	[dd/mm/yy]	[dd/mm/yy]	Months

Column K = [Column J (Date of exit from detention)] – [Column H (Date of entry to place of detention)]

PART II – SENTENCING AND DIVERSION

SURVEY 3 – Children sentenced to detention during the 12-month period [dd/mm/yy – dd/mm/yy]

PERIOD: [dd/mm/yy] – [dd/mm/yy]								
A	B	C	D	E	F	G	H	I
Child reference	Gender	Date of Birth	Age at time of sentence	Ethnicity	Category of offence	Date of sentence	Sentence	Length of sentence
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	[dd/mm/yy]	1 – 11	Months
TOTAL NUMBER OF CHILDREN SENTENCED TO DETENTION:								

SURVEY 4 – Children entering a pre-sentence diversion scheme during the 12-month period [dd/mm/yy – dd/mm/yy]

PERIOD: [dd/mm/yy] – [dd/mm/yy]							
A	B	C	D	E	F	G	H
Child reference	Gender	Date of Birth	Age at time of diversion	Ethnicity	Category of offence	Date of diversion	Diversion programme
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	[dd/mm/yy]	1 – 7
TOTAL NUMBER OF CHILDREN DIVERTED:							

JUVENILE JUSTICE INDICATORS MANUAL

INFORMATION COLLECTION TOOL 3

PLACES OF DETENTION

for use with

Indicator 2: Children in detention

Indicator 3: Children in pre-sentence detention

Indicator 4: Duration of pre-sentence detention

Indicator 5: Duration of sentenced detention

Indicator 6: Child deaths in detention

Indicator 7: Separation from adults

Indicator 8: Contact with parents and family

Indicator 11: Aftercare

Indicator 12: Regular independent inspections

Indicator 13: Complaints mechanism

Information Source Name:	
Address and Contact Details:	
Type of Place of Detention:	
Authority Responsible for Place of Detention:	

Introduction:

This information collection tool is for use at an individual place of detention identified as an information source. It contains 7 surveys. These 7 surveys facilitate the collection of information for 10 out of the 15 indicators.

Part I contains Surveys 1 and 2. These are used for measuring the number of children held in the place of detention on a particular date. Survey 1 is for children held in pre-sentence detention and Survey 2 is for children held after sentencing.

Part II contains Surveys 3 and 4. These surveys are used to find out the length of time spent in detention by children. These surveys cannot be completed from a 'snapshot' of children on a particular date. Instead they require information about all children completing their period of detention during a particular period (usually 12 months).

Part III contains Surveys 5, 6 and 7. These surveys are concerned with the conditions of detention. Survey 5 counts how many child deaths have occurred in custody during a 12 month period. Surveys 6 and 7 assess whether the place of detention has received an inspection visit during a 12 month period, and whether it operates a complaints system policy.

Definitions:

child	A child is any person below the age of eighteen years.
ethnicity	Means the categories of ethnicity defined in Table 1 below.
arrest	A child is arrested where he or she is placed under the custody of the police, military, intelligence or other security forces because of actual, perceived or alleged conflict with the law.
conflict with the law	A child is in conflict with the law where he or she has committed or has been accused of having committed an offence. Depending upon the local context, children may also be in conflict with the law where they are dealt with by the juvenile justice or adult criminal justice system for reason of being considered to be in danger by virtue of their behaviour or the environment in which they live.
juvenile justice system	The juvenile justice system consists of the laws, policies, guidelines, customary norms, systems, professionals, institutions and treatment specifically applicable to children in conflict with the law.
adult criminal justice system	The adult criminal justice system consists of the laws, procedures, professionals, authorities and institutions that apply to witnesses and victims, and to adults alleged as, accused of, or recognized as having committed a criminal offence.
offence	A child commits an offence where he or she commits any act punishable by the law by virtue of the legal system in question.
category of offence	Means the categories of offence described in Table 1 below and as defined in this definitions section. Although the categories of 'at risk of delinquency' and 'irregular situation' may not strictly be offences under the national law in question, they are included here due to their importance.
serious offence against a person	A serious person offence is homicide, non-intentional homicide, kidnapping, rape, sexual assault or abuse, assault or an attempt to carry out any of these acts.
serious property offences	A serious property offence is burglary, robbery or arson, or an attempt to carry out any of these acts. Burglary is the unlawful entry into someone else's premises with the intention to commit a crime. Robbery is the theft of property from a person, overcoming resistance by force or the threat of force.
theft	Theft is the removal of property without the consent of the owner. Theft excludes burglary and housebreaking.
public disorder offence	A public disorder offence is an offence involving a breach of the peace or causing a public nuisance.
drug-related offence	Drug-related offence may be understood to mean intentional acts that involve the cultivation, production, manufacture, extraction, preparation, offering for sale, distribution, purchase, sale, delivery on any terms whatsoever, brokerage, dispatch, dispatch in transit, transport, importation, exportation and possession of internationally controlled drugs.
immigration/migration offence	An immigration/migration offence is an offence relating to the legality of the entry and/or continued presence of the child and/or his or her family in the country in question, or to the legality of the current place of residence of the child and/or his or her family following internal displacement.
status offence	A status offence is an act or behaviour that is only punishable if the person committing it is aged under eighteen, or is believed to be aged under eighteen.
at risk of delinquency	Although it may not be an offence under the law in question, children may come into contact with the juvenile justice or adult criminal justice system as a result of being considered to be in danger by virtue of their behaviour, or, through association, by the behaviour of others.
irregular situation	Although it may not be an offence under the law in question, children may come into contact with the

	juvenile justice or adult criminal justice system as a result of being considered to be in danger from the environment in which they live.
competent authority	The competent authority is the part of the juvenile justice or adult criminal justice system that is responsible for making procedural or disposition decisions regarding a child's case.
sentence	A competent authority passes a sentence when – notwithstanding any right of appeal – it makes a final decision about a child's case and rules that the child shall be subject to certain measures.
deprivation of liberty/detention	A child is deprived of liberty where he or she is placed in any form of detention or imprisonment in a public or private setting, from which the child is not permitted, by order of any competent authority, to leave at will.
place of detention	A place of detention is any public or private facility where a child is deprived of liberty.
pre-sentence detention	A child is held in pre-sentence detention where he or she is deprived of liberty and is awaiting a final decision on his or her case from a competent authority.

Table 1: Codes for use in surveys

FOR USE WITH SURVEYS 1 – 5 COLUMN E	FOR USE WITH SURVEYS 1 – 5 COLUMN F	FOR USE WITH SURVEYS 1 and 2 COLUMN H	FOR USE WITH SURVEYS 3 and 4 COLUMN I	FOR USE WITH SURVEY 5 COLUMN G
Ethnicity	Category of offence	Last visit from parents or adult family member	Entry to place of detention from:	Cause of death
1 <i>To be defined</i>	1 Serious offence against a person	1 Child has no living family	1 Arrest	1 Murder
2 <i>To be defined</i>	2 Serious property offence	2 Never	2 Detention in police cells	2 Suicide
3 <i>To be defined</i>	3 Theft	3 In the last month	3 Release on bail	3 Alcohol or drug intoxication
4 <i>To be defined</i>	4 Public disorder offence	4 In the last 3 months	4 Another place of pre-sentence detention	4 Accidental death
5 <i>To be defined</i>	5 Drug-related offence	5 In the last 6 months	5 Sentencing	5 Illness or infection
6 <i>To be defined</i>	6 Political offence	6 Over 6 months ago	6 Another place of sentenced detention	6 HIV/AIDS related
7 <i>To be defined</i>	7 Immigration/migration offence	7 Not known	7 Probation	7 Other
	8 Status offence			
	9 Other			
	10 'At risk of delinquency'			
	11 'Irregular situation'			

Summary of Indicators and Surveys:

Indicator	Description	Use
Indicator 2	Children in detention	Surveys 1 and 2, Total children
Indicator 3	Children in pre-sentence detention	Survey 1, Total children
Indicator 7	Separation from adults	Surveys 1 and 2, Column G
Indicator 8	Contact with parents and family	Surveys 1 and 2, Column H
Indicator 4	Duration of pre-sentence detention	Survey 3, Column K
Indicator 5	Duration of sentenced detention	Survey 4, Column K
Indicator 11	Aftercare	Surveys 3 and 4, Column L
Indicator 6	Child deaths in detention	Survey 5, Total child deaths
Indicator 12	Regular independent inspections	Survey 6
Indicator 13	Complaints mechanism	Survey 7

Guidance notes:

Completion of **SURVEY 1** and **SURVEY 2** provides information for the calculation of Indicators 2, 3, 7 and 8.

SURVEY 1 and SURVEY 2 should be filled in for each child held in the place of detention on the date of survey. Children held in pre-sentence detention on that date should be entered in SURVEY 1, and children held after sentencing on that date should be entered in SURVEY 2.

Completion of **SURVEY 3** and **SURVEY 4** provide information for Indicators 4, 5 and 11.

All children who have completed a period of pre-sentence detention at the place of detention during a chosen period should be entered in SURVEY 3. All children who completed a period of sentenced detention at the place of detention during a chosen period should be entered in SURVEY 4.

The time spent in detention is then worked out and entered in Column K of each survey. This requires knowledge as to the situation of the child before he or she entered the place of detention. Column I is therefore used for this purpose.

Completion of **SURVEYS 5, 6 and 7** provides information for Indicators 6, 12 and 13.

All child deaths in the place of detention during a 12-month period should be recorded in SURVEY 5.

All independent inspection visits during a 12-month period should be recorded in SURVEY 6.

The operation of any complaint system policy at the place of detention should be recorded in SURVEY 7.

PART I – CHILDREN IN DETENTION ON A PARTICULAR DATE

SURVEY 1 – Children detained pre-sentence on a particular date

DATE OF SURVEY:							
A	B	C	D	E	F	G	H
Child reference	Gender	Date of Birth	Age	Ethnicity	Category of offence	Separated from adults?	Last visit from parents or adult family member?
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	Y / N	1 – 7
TOTAL NUMBER OF CHILDREN:							

SURVEY 2 – Children detained after sentencing on a particular date

DATE OF SURVEY:							
A	B	C	D	E	F	G	H
Child reference	Gender	Date of Birth	Age	Ethnicity	Category of offence	Separated from adults?	Last visit from parents or adult family member?
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	Y / N	1 – 7
TOTAL NUMBER OF CHILDREN:							

PART II – CHILDREN COMPLETING DETENTION DURING A PARTICULAR PERIOD

SURVEY 3 – Children completing pre-sentence detention during the period [dd/mm/yy – dd/mm/yy] due to sentencing or acquittal

PERIOD: [dd/mm/yy] – [dd/mm/yy]											
A	B	C	D	E	F	G	H	I	J	K	L
Child reference	Gender	Date of Birth	Age at time of arrest	Ethnicity	Category of offence	Date of arrest	Date of entry to place of detention	Entry to place of detention from:	Date of completion of pre-sentence detention (exit or change of status to sentenced)	Time spent in pre-sentence detention	Registered for Structured aftercare?
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	[dd/mm/yy]	[dd/mm/yy]	1 – 7	[dd/mm/yy]	Months	Y / N / n/a

Column K = [Column J (Date of completion of pre-sentence detention)] – [Column G (Date of arrest) OR Column H (Date of entry to place of detention)] depending upon the code entered in Column I (ie. whether the child has been continuously in pre-sentence detention since the date of arrest).

SURVEY 4 – Children completing sentenced detention during the period [dd/mm/yy – dd/mm/yy] due to release

PERIOD: [dd/mm/yy] – [dd/mm/yy]											
A	B	C	D	E	F	G	H	I	J	K	L
Child reference	Gender	Date of Birth	Age at time of arrest	Ethnicity	Category of offence	Date of sentence	Date of entry to place of detention	Entry to place of detention from:	Date of exit from place of detention due to release	Time spent in sentenced detention	Registered for structured aftercare?
ID number	M / F	[dd/mm/yy]	Years	1 – 7	1 – 11	[dd/mm/yy]	[dd/mm/yy]	1 – 7	[dd/mm/yy]	Months	Y / N

Column K = [Column J (Date of exit from detention)] – [Column G (Date of sentence) OR Column H (Date of entry to place of detention)] depending upon the code entered in Column I (ie. whether the child has continuously been in detention following sentencing).

PART III – CONDITIONS OF DETENTION

SURVEY 5 – Child deaths in detention during the 12-month period [dd/mm/yy – dd/mm/yy]

PERIOD: [dd/mm/yy] – [dd/mm/yy]						
A	B	C	D	E	F	G
Gender	Date of Birth	Age at time of death	Detained pre-sentence or after sentencing	Ethnicity	Category of offence	Cause of death
M / F	[dd/mm/yy]	Years	Pre / Sentenced	1 – 7	1 – 11	1 – 7
TOTAL NUMBER OF CHILDREN:						

SURVEY 6 – Independent inspection visits during the 12-month period [dd/mm/yy – dd/mm/yy]

PERIOD: [dd/mm/yy] – [dd/mm/yy]						
A	B	C	D	E	F	G
Date of inspection visit	Identity of inspection team	Was the inspection visit unannounced?	Was confidential access to employees granted?	Was confidential access to children granted?	Was a report of the inspection issued?	Did further investigation or prosecution occur following the report?
[dd/mm/yy]	[free text]	Y / N	Y / N	Y / N	Y / N	Y / N
AT LEAST ONE INSPECTION VISIT RECEIVED IN 12 MONTH PERIOD? (Y/N):						

SURVEY 7 – Existence of a complaints system

A	B	C	D	E	F	G
Does a complaints system exist?	Who must complaints be made to?	Must children be made aware of the system?	Are children entitled to assistance when filing a complaint?	Are children entitled to file anonymous complaints?	Must children be informed of the outcome of a complaint?	Must reparations be made available for the child when a complaint is upheld?
Y / N	[free text]	Y / N	Y / N	Y / N	Y / N	Y / N
OPERATION OF A COMPLAINTS SYSTEM? (Y/N):						