

****Subject: Communication Guidelines for Youth in Custody****

****[Date]****

****To: [Staff/Name/Department]****

****From: [Your Name/Position]****

****Purpose of Communication:****

- To ensure effective and supportive communication with youth in custody.

****Key Points:****

1. ****Establish Trust:****

- Use an open and approachable tone.
- Ensure confidentiality where appropriate.

2. ****Active Listening:****

- Encourage youth to express their thoughts and feelings.
- Use reflective listening techniques to show understanding.

3. ****Clear Language:****

- Avoid jargon; use simple and direct language.
- Be mindful of the youth's developmental level.

4. ****Respect and Empathy:****

- Acknowledge their feelings and experiences.
- Show compassion while maintaining professional boundaries.

5. ****Encouragement:****

- Highlight positive behaviors and efforts.
- Foster a growth mindset by encouraging personal development.

****Action Steps:****

- Schedule regular check-ins with youth.
- Create a safe space for open dialogue.
- Provide resources for mental and emotional support.

****Conclusion:****

Maintaining open lines of communication with youth in custody is crucial for their development and well-being. Let's commit to using these guidelines in our interactions.

****Signature:****

[Your Name]

[Your Position]

[Contact Information]