



ESSENTIAL CRITERIA

- OVER 18 years old
- Live within an hour's travelling distance of advertised police stations
- Honour rota commitments when on duty
- To have the ability to work proactively as an individual whilst remaining part of a geographically widespread team
- Excellent communication skills both oral and written
- To be able to complete paperwork clearly, concisely and accurately
- The ability to meet deadlines under pressure
- Active listening skills
- Ability to recognise non-verbal communication
- To communicate at any and all levels in a manner that is clear, understandable and appropriate for the needs of the person/professional concerned
- To be able to demonstrate an objective, independent, impartial, non-judgmental approach to all involved parties
- To maintain confidentiality within context of the role.

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DESIRABLE CRITERIA

- To be over the age of 21 years
- Previous experience of working/caring with, or for, young people/vulnerable adults in either a paid , volunteer or personal capacity
- Understand the basic role of the Appropriate Adult
- Be able to be on call/work outside of normal office hours including evenings, nights, weekends and bank holidays (including Easter, Christmas and New Year)
- To have read/be familiar with Police and Criminal Evidence Act 1984, Code C
- To have an understanding and awareness of safeguarding policies and procedures
- Hold a full driving licence and own/have access to a vehicle
- To have basic IT skills including scanning, attaching and emailing documents
- Own/have access to a smart phone, tablet, laptop or PC and a printer
- To be aware of the definition of equal opportunities and discrimination whilst actively striving to recognise, confront and challenge discriminatory situations/practices if they arise.

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APPROPRIATE ADULT JOB DESCRIPTION

ROLES AND RESPONSIBILITIES

- **To act as an appropriate adult in support of either a juvenile (mainly between 10-16 years) or a vulnerable adult detainee.**
- **To ensure that the detained person for whom you are acting as an appropriate adult, understands what is happening to them and why.**

In December 2008 the Government published the 2020 Children and Young People's Workforce Strategy. This sets out the Government's vision that everyone who works with children and young people should be TAAS fully embraces this vision and staff should be able to demonstrate they are committed to be;

- **Ambitious** for every child and young person
- **Excellent** in their practice
- **Committed** to partnership and integrated working
- **Respected** and valued as professionals

KEY DUTIES

1. To carry out appropriate adult call-outs to designated police stations in line with the scheme guidelines and training.
2. To support and assist the detained person, whilst in police custody, while they are being interviewed.
3. To ensure that the detained person understands their rights and the police processes whilst in custody.
4. To ensure that the health, well-being, legal rights and entitlements of the vulnerable person whilst in custody are in accordance with PACE Code C.

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5. To assist with communication between the detained person and the police.
6. To consult the detainee's custody record to clarify and check any concerns raised by the detainee.
7. To discuss with the custody officer any concerns and requests arising from the call-out and bring the custody officer's attention any issue that needs to be dealt with.
8. To ensure the police act fairly and with respect for the rights of the vulnerable person whilst in custody.
9. To keep Head Office informed of any problems.
10. To consider after consultation whether legal advice from a solicitor is required.
11. To complete the Appropriate Adult Report form, ensuring that all relevant information is recorded correctly, clearly and concisely and ensure that this is returned to the Head Office in the appropriate manner.
12. To attend continuous training sessions as appropriate (minimum of one each year).
13. To attend as appropriate divisional meetings of Appropriate Adults.
14. To carry out the duties of an Appropriate Adult with regard to the Health and Safety requirements of the appropriate adult scheme.
15. To carry out the duties of an Appropriate Adult as set out in scheme's guidelines, and with regard to the Code of Conduct.
16. TAAS is committed to 'Every Child Matters' in the context of the 5 aims these are:-
 1. Be healthy
 2. Be safe
 3. Enjoy and Achieve
 4. Make a positive contribution
 5. Achieve economic well-being

Applicants should demonstrate and understanding and commitment to these aims.

17. To actively ensure the Safeguarding and promote the welfare of the Child or vulnerable adult whilst undertaking their duties
18. To clearly demonstrate the ability to communicate effectively and engage with young people and vulnerable adults.
19. Show a clear commitment to Respects and value diversity

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