



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.**

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.
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.