**The Appropriate Adult Roles and Responsibilities**

**Title of Post**: Appropriate Adult (AA) – The Youth Offending Service

**Hours**: The Youth Offending Service provides an AA cover to the police station 7 days a week from 8am till midnight.

You can sign up to as many or as few shifts as you like – most shifts are 8am-4pm, 4pm-midnight or 5pm-midnight. During this time you will be on call and can go about your business as usual – we just ask that if you do get called out, you can be at the police station within an hour.

**General Duties and Responsibilities**

1. To attend at Police Stations in the interest of young people aged 10 to 17 years who are being detained by the police.
2. To check on the detained person’s welfare and custody records
3. To ensure that ALL young people have a solicitor present
4. To help the detained person understand the police process and the reason for his or her detention
5. To attend the police interview and to intercede if it is not carried out fairly and properly according to the Police and Criminal Evidence Act 1984
6. To facilitate communication between the detained person and the police.
7. To maintain confidentiality.
8. To maintain a non-judgmental approach and follow Anti-Discriminatory practices.
9. To maintain accurate written records highlighting any issues around the young people and ensure the completed AA Form is returned within one working day.
10. To attend support meetings, supervision and training sessions as required.
11. To facilitate ‘safeguarding issues’ with relevant YOT or EDT as required.

**Training**: You will be required to completed around 14 hours of training and be subject to a DBS check.