

# Newcastle City Council

## Job Description



**Directorate:** Children Education and Skills

**Division:** Youth Justice Service

**Post Title:** Appropriate Adult (A5116)

**Evaluation:** 428 Points

**Grade:** N4

**Responsible to:** Team Manager

**Responsible for:** N/A

**Job Purpose:** To carry out the duties of an Appropriate Adult as defined within the Police and Criminal Evidence act 1984 and Terrorism and Counter Terrorism act (TACT) 2000.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To provide a service to children aged 10 -17 who have been arrested/detained by the Police where a parent /carer is unable to attend.
2. To attend callouts at the designated police station in Newcastle Upon Tyne (currently Forth Banks).
3. To act as part of a pool of workers ensuring 7 day a week cover is provided 52 weeks per year including all public holidays.
4. To support and assist the detainee whilst in police custody/detention, and while they are being interviewed.
5. To ensure that the detainee understands their rights and police processes whilst in custody/detention.
6. To ensure that the health, well-being, legal rights and entitlements of the person whilst in custody are in accordance with Police And Criminal Evidence act (PACE) 1984 and Terrorism and Counter Terrorism act (TACT) 2000.
7. To assist in ensuring communication is effective between the detainee, Police personnel, Legal representative and Parents/carers and others involved in the process.
8. To consult the detainee's custody/detention record on arrival at the Police station to clarify and check any concerns raised by the detainee. This information

includes the time of arrest, any health concerns and communication had with parents/carers/legal representative.

9. To discuss with the custody officer any concerns and requests arising from the PACE/TACT interview etc. and to bring to the custody officer's attention any issues that need to be dealt with and recorded.
10. To complete the required documentation for each call-out, ensuring that all relevant information is recorded correctly.
11. To attend training sessions as required and regular team meetings or one-to-one supervision.
12. To carry out the duties of an Appropriate Adult having regard to the Health and Safety and Information Governance requirements of Newcastle City Council.
13. To be proactive in seeking support with regard to personal well-being.
14. To follow the lone working protocol.
15. To seek advice and take direction as necessary when dealing with a complex case from the Out of hours duty team