

Job Description

For HR
use only

Vacancy Ref No: DBS0415

Directorate	HECS
Service and Team	Youth Justice Service
Post Title	Casual Appropriate Adult
Grade	4
Reports to	Mary Thirlaway
Responsible for (employees or equivalent)	n/a
Job Purpose	
<p>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.</p> <p>The role of the Appropriate Adult is to safeguard the interests, rights, entitlements and welfare of children and vulnerable adults who are suspected of a criminal offence, by ensuring that they are treated in a fair manner and are able to participate effectively.</p> <p>The role requires attendance at the designated station upon arrest to enable the detainee to be given their rights and entitlements and for the formal interview. This will most likely be two separate call outs.</p> <p>The actual time spent undertaking the two tasks is identified as "Occupied hours" and you will be paid for the actual occupied time spent undertaking each task.</p> <p>This role will involve being party to sensitive and sometimes distressing information. It will also require the Appropriate Adult, at times, to work in complex and challenging situations.</p> <p>Rape and murder cases are excluded from this role. Other serious offences will be assessed by a senior social worker to determine who will attend the interview.</p>	
Job Content	
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 or for an over 18 assessed as vulnerable.	

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To attend call-outs at the designated police station or Port Of Tyne.

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.

To support and assist the detainee whilst in police custody/detention, and while they are being interviewed.

To ensure that the detainee understands their rights and police processes whilst in custody/detention.

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.

To assist in ensuring communication is effective between the detainee, Police personnel, Legal representative and Parents/carers and others involved in the process.

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.

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.

To complete the required documentation for each call-out, ensuring that all relevant information is recorded correctly.

To attend training sessions as required and regular team meetings or one-to-one supervision.

To carry out the duties of an Appropriate Adult having regard to the Health and Safety and Information Governance requirements of the North Tyneside Council.

To be proactive in seeking support with regard to personal well-being.

To follow the lone working protocol.

To seek advice and take direction as necessary when dealing with a complex case from the Out of hours duty team

Climate Change Values and Behaviours

- We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling

- We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services

Equality, Diversity and Inclusion Values and Behaviours

- We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

Special Requirements of Post

Working Conditions	To provide a service from Middle Engine Lane Police Station / Port of Tyne
Working Requirements and Arrangements	To be part of a 365 day rota including evenings/weekends and bank holidays.
Physical Requirements e.g. driving, lifting, and handling	N/A
DBS and Safeguarding Checks required	Enhanced DBS
Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	Yes
Politically Restricted	No

Person Specification

Job Criteria		
Factor	Essential	Assessment method
Knowledge	Understanding of Adverse Childhood Experiences (ACE's)	Application Interview
	The implication of communication difficulties	
Qualifications and Training including Professional Registrations	None required	

Skills & Experience	<p>To be able to communicate effectively with vulnerable adults and children from a variety of backgrounds, in line with equal opportunities.</p> <p>To demonstrate the ability to form good working relationships with a variety of people, including clients and representatives of other agencies, both statutory and voluntary.</p> <p>To demonstrate ability to complete the AA monitoring forms clearly and concisely.</p> <p>Excellent verbal and written Communication skills and be able to facilitate and communicate on the detained persons behalf.</p>	Application form Interview
Our Values	<ul style="list-style-type: none"> • We Listen • We Care • We Are Ambitious • We Are Good Value <p>For Money</p>	
Special requirements		
Factor	Essential	Assessment method
Occupational Requirements under the Equality Act 2010		
Factor	Desirable	Assessment method
	<p>Have experience of the role of the Appropriate Adult</p> <p>Understanding of the Youth Justice System / Adult Criminal Justice System.</p>	Application form Interview

Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT and insurance documentation.

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