



## Role Description - Appropriate Adult Volunteer

Responsible to: Appropriate Adult Team Lead

Hours: **Night shift and weekends only**

Disclosure: This role is subject to satisfactory references, Mind's policies on the Protection of Children and Young People and Vulnerable Adults and an enhanced Data Barring Service (DBS) check and subsequent re-checks.

Role Purpose: To act as an 'Appropriate Adult' for people with mild to moderate mental health needs and/or learning disabilities and other vulnerabilities who are being detained by police officers in custody, ensuring that service-users are treated fairly and in accordance with Police and Criminal Evidence Act 1984 (PACE) guidelines/ legislation.

### Main Duties:

- Agree availability with Mind staff to be on the Appropriate Adult rota
- Respond to requests from the Police or Mind staff to attend as an Appropriate Adult by presenting to the front desk at the police station
- Be able to attend the station within a timely manner
- Be involved in a variety of different processes within custody
- Ensure that the person in custody is treated fairly by police officers, whilst being questioned in custody
- Complete appropriate paperwork
- Contact Mind staff to inform of your availability via Booking facility for the service each week and once agreed, ensure that you can be contacted at this time
- Following the agreed safety procedures
- Provide onward referral information where appropriate, to relevant Mind services to support detained persons.

### General:

- Take part in training and development activities, as required
- Attend meetings as and when required
- Act in a professional manner always and work in a non-discriminatory manner, promoting equality of opportunity to all those accessing the service
- Work in accordance with Middlesbrough and Stockton Mind's policies and Procedures

# Person Specification - Appropriate Adult Volunteer

E = Essential    D = Desirable

Criteria	Standard	E/D
Qualification	No specific qualification is required. However, volunteers will be expected to attend Middlesbrough and Stockton Mind's Core Appropriate Adult training, observations within custody and attend a custody tour, before they can commence in the role. Mandatory e-learning is also required.	E
Work Experience	Experience of working with people who have: mental health needs learning disabilities offending behaviour other vulnerability	D D D D
Knowledge	Knowledge of: issues facing offenders/ex-offenders police custody/ criminal justice system mental health issues	D D D
Skills	Excellent communication skills Listening skills IT Skills Ability to offer support and empathy Plan workload and be flexible Form filling ability Ability to maintain professional boundaries and confidentiality	E E E E E E E
Attitude	Commitment to Middlesbrough & Stockton Mind's values Commitment to meeting the needs of those we provide support to Open and non-judgemental attitude Enthusiastic approach towards helping the client group To be self-aware Able to ask for help when needed Confident & Assertive	E E E E E E

Other	<p>Be 18+ and live in the local area. However, as per the statutory guidance, certain individuals are barred from acting in the role with organised services:</p> <ul style="list-style-type: none"> <li>- A police officer</li> <li>- An employee of the police</li> <li>- A contractor for the police</li> <li>- Anyone under the control of a chief officer.</li> <li>-</li> </ul> <p>We are also unable to accept applications from Independent Custody Visitors</p>	E
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For more information, contact the Appropriate Adult Team  
[appropriateadult@middlesbroughandstocktonmind.org.uk](mailto:appropriateadult@middlesbroughandstocktonmind.org.uk)