

Volunteering with the Young Lives Foundation



In this pack you will find the following:

About YLF

Volunteering with us

Introduction to the role and responsibilities

Training and support

Qualities, experience, attributes and expectations

Frequently asked questions



Young Lives Foundation

01622 693459 | enquiries@ylf.org.uk | www.ylf.org.uk | facebook.com/ylf.org.uk | twitter.com/ylfcharity

The Young Lives Foundation is a company limited by guarantee with charitable status. Registered in England & Wales Company No 5999166. Registered Charity No 1119528

YLF | About Us

The Young Lives Foundation is an independent children's charity dedicated to delivering quality services. These are tailored to ensure we achieve effective outcomes in the lives of vulnerable and disadvantaged children and young people.

Our mission is to be alongside children and young people in need in ways that:

- **Affirm their identity and worth**
- **Champion their rights, needs and interests**
- **Promote their wellbeing and development**

Our vision is that every young person in need shall have access to the resources and opportunities needed for them to achieve their potential and lead fulfilled lives.



What we do:

- Support young people through times of difficulty and distress
- Enable young people's voices to be heard
- Assist young people to achieve their potential

Who we support:

- Looked after children/care leavers
- Children on the edge of care/children in need
- Young offenders/young people at risk of offending
- NEET young people/young people disengaged in education
- Young people with mental health difficulties
- Families in need of support
- Young parents

How we do it:

- Mentoring & Befriending
- Positive Activities
- Advocacy & Children's Rights

YLF | Volunteering With Us

Volunteering for YLF gives you an opportunity to use your skills, experience and enthusiasm to make a difference to children and young people locally across Kent and Medway. You will also have the chance to build on your skills, receive free training while making new friends and having fun.

YLF volunteers are an asset to the team and we rely on them to deliver over 10,000 hours of frontline activity each year. We are proud of our volunteers and know that YLF would not exist without their commitment and dedication.

YLF offer volunteers a full package of informal and formal support with named staff, direct communication with our CEO, ongoing training and full reimbursement of all authorised expenses. We offer support groups, an award giving event each year and the opportunity to take part in other activities like our annual bbq. We also update our team regularly via email, web, social networks and newsletters.

Our volunteering roles are offered across Kent and in Medway, allowing you to help locally to where you live. Volunteer opportunities with YLF include independent visitors, mentors and appropriate adults. A full description of each of these roles can be found on our website - yfl.org.uk/get-involved/volunteers.

Being a Volunteer Appropriate Adult with the Young Lives Foundation

Appropriate Adults | Introduction to the Role

The Police and Criminal Evidence Act (1984) Code of Practice for the detention, treatment and questioning of persons by police officers (PACE Code C) requires the attendance of an appropriate adult at the police station in all cases where a juvenile or vulnerable adult has been arrested.

- A juvenile is aged 10-17 years inclusive
- A vulnerable adult is irrespective of age and applies to any person who, because of their mental state or capacity, may not understand the significance of what is being said, of questions or of their replies

The appropriate adult's role is to advise and assist the detained person.

An appropriate adult is not simply there to act as an observer, but to make representations and to offer advice and support to ensure the most vulnerable are safeguarded throughout their detention.

Appropriate adults are often family members or an adult known to the detainee, but if this is not possible then a trained volunteer will attend police custody.

Appropriate Adults | Responsibilities

- **Be able to commit to a minimum of 2 call outs a week**
- Advise and assist the detained person
- Witness the preliminary procedures and ensure the detained person is aware of their continuing rights whilst in custody (Code C 3.1-3.5)
- Ask for legal advice to be obtained, even though the detained person has not (Code C 3.13 & Section 6)
- Ensure the detained person is cautioned in your presence and the meaning is understood (Code C 10.6)
- Be present during interview and ensure it is being conducted properly and fairly (Code C Sections 11 & 12)
- Facilitate communication (Code C 11.16)
- Make representations when the detained person's detention is being reviewed (Code C 15.11)
- Be present when the detained person is charged (Code C 16.1-16.3)
- Be present during any intimate or strip search (Code C Annex A)
- Be present when a vulnerable adult's consent is sought for identification procedures (Code D 1.11)
- Be present when information is given or sought (Code D 1.13)
- Be present for any procedure involving the detained person's participation (Code D 1.14)
- Not to give legal advice

Appropriate Adults | Training and Support

Training and on-going support is provided to help you in the role and the service prides itself on the welcoming and friendly style in which it operates.

YLF delivers training and an induction to all applicants that include:

- An initial interview
- An induction training day | Exploring the 3 main aspects of the role monitoring, communication and safeguarding
- Study of PACE Codes of Practice
- A period of shadowing an experienced volunteer
- A period of attachment to an experienced volunteer in which the trainee takes the lead under supervision
- An accreditation interview
- Police & DBS vetting
- Annual seminars & continuous briefing updates on legislation, policy and practice

Formal and informal supervision is made available to all volunteers. Additionally, we also provide an open door policy to volunteers.

YLF reimburses all authorised expenses.

Appropriate Adults | Qualities, Experience and Attributes

Good inter-personal and communication skills are necessary as the appropriate adult will be required to interact with police, solicitors, social workers and health professionals as well as with those detained. The appropriate adult will need the ability to facilitate communication between the police and the detained person ensuring they understand their rights and the meaning of the procedures taking place.

The appropriate adult should have a non-judgemental approach and be able to exercise discernment and objectivity. They must be a person of high integrity, able to maintain confidentiality within agreed boundaries and be thoroughly trustworthy in dealing with vulnerable people, particularly young people.

Appropriate Adults | Expectations

Once appointed it is expected that you will:

- Maintain regular communication with the service co-ordinator, contact centre and police
- Attend seminars/training
- Follow the policies and procedures laid down by the service and Kent police
- Keep such records as may be required

Appropriate Adults | What People Say

'KENT POLICE ARE VERY GRATEFUL FOR THE TIME, ENERGY, COMMITMENT AND COMPASSION THE VOLUNTEER APPROPRIATE ADULTS DEDICATE TO HELPING DEAL WITH VULNERABLE DETAINED PEOPLE. IN SAFEGUARDING THEIR RIGHTS THEY PROVIDE EFFECTIVE SUPPORT, REASSURANCE AND MINIMISE THE DETENTION TIME, WHICH CAN BE THE CAUSE OF GREAT STRESS.'

Inspector Neil Gordon | Kent Police

'IT IS SATISFYING TO KNOW THAT BY GIVING A FEW HOURS I'M MAKING A DIFFERENCE AND HELPING VULNERABLE PEOPLE '

Judith | AA

Appropriate Adults | Frequently Asked Questions

- **What is an appropriate adult?**

An appropriate adult is a volunteer, 18 years of age or over, who assists and advises a detained person during their stay in a custody suite. They act independently from the police and ensure that all the necessary processes are being conducted properly and fairly.

- **What is the purpose and why are appropriate adults needed?**

The Police and Criminal Evidence Act 1984 (PACE) requires that an appropriate adult shall be present when a juvenile (someone under 18) or vulnerable adult is being interviewed by the police. In most cases the appropriate adult will be somebody known to the detained person such as a relative or carer. However, there are times when these people are unable or unwilling to attend the custody suite, and in these cases the police will call on another independent, responsible adult.

- **What does an appropriate adult do?**

The role of the appropriate adult is to:

- Advise and assist the person being interviewed
- Observe whether or not the interview is being conducted properly and fairly
- Facilitate communication between the police and the person being interviewed

A report/monitoring form is completed in respect of each call-out and submitted to YLF as soon after the call-out as possible. Any points or issues of concern will then be followed up with the relevant agency and/or volunteer.

Matters requiring urgent attention (e.g. safeguarding concerns) should be reported as soon as possible to YLF.

- **What sort of people do we help?**

Appropriate adults are called to help young people under the age of 18 and adults whom the police feel are vulnerable. A vulnerable adult may have learning difficulties or have a mental health problem.

- **How much time do I need to give and when will I be required?**

Volunteers are asked to cover an average of 8 occasions of use a month with an average call out taking 3-4 hours. Appropriate adults are used between 08:30 and 22:00 (unless in exceptional circumstances) with most demand during the daytime. The service operates around your availability. Volunteers will be asked to attend their nearest custody suites.

- **How much will it cost me?**

Nothing other than your time. All authorised expenses are reimbursed, including travel.

- **How will I know what to do and what not to do?**

All volunteers undertake full training comprising:

- Seminars/briefing sessions on legislation, policy and practice
- Study of PACE Codes of Practice
- A period of shadowing an experienced volunteer
- A period of attachment to an experienced volunteer in which the trainee takes the lead under supervision.

There is a handbook provided and ongoing training opportunities throughout the time as an appropriate adult.

- **What if I need help?**

Telephone back-up is available whilst you are at the police station. We are also available by email and phone to answer any queries you might have at other times.

- **Do I get to meet other appropriate adults?**

You will meet a number of appropriate adults during your training, who will act as your mentors; and we have at least one gathering a year to which all Appropriate Adults are invited.

- **Do I need to have a DBS check or any other references or background checks?**

All volunteers are required to complete an enhanced DBS form and police level 1 vetting; we also seek a reference from your current employer and two others (whom you have known for over 5 years).

- **How do I apply?**

To apply you will need to complete application and safeguarding forms (there is also an optional equal opportunities form) and return these by post to YLF Volunteering, 71 College Road, Maidstone, Kent ME15 6SX or by email to volunteering@ylf.org.uk. These forms are all available to download from our website. If you require hard copies, these are available on request.



the young
lives
foundation