



71 College Road
Maidstone, Kent ME15 6SX

01622 693459

enquiries@ylf.org.uk

www.ylf.org.uk

Dear Volunteer

Thank you for your interest in the Appropriate Adult volunteering role with the Young Lives Foundation. I trust this pack will tell you everything you need to know in order to decide whether this might be the role for you.

This pack comprises the following:

- Information about the Young Lives Foundation (YLF)
- Young person's story
- About this role
- Where your role fits in the bigger picture
- Application process

More than 30 members of staff and over 170 volunteers work for YLF and together we aim to make a difference to the lives of young people across Kent and Medway. If you are excited by the possibility of joining our team, then please apply.

If you would like to have an informal discussion about any aspects of the role or the information provided in this pack, then please contact Lucy Newsome, on 01622 693459 or via enquiries@ylf.org.uk

For further information about YLF please visit our website at www.ylf.org.uk

We look forward to receiving your application.

With best wishes

Stephen Gray

Chief Executive Officer

About the Young Lives Foundation

Our Vision

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.

The Young Lives Foundation (YLF) works towards achieving this vision by supporting young people through times of difficulty and distress, enabling their voices to be heard and assisting young people to achieve their potential.

Our Foundation

YLF is an independent children’s charity established in 2007. We are dedicated to delivering quality services that include mentoring, befriending, advocacy and positive activity programmes. Our services are tailored to ensure we achieve effective outcomes in the lives of vulnerable and disadvantaged children and young people across Kent and Medway.

Our Support

YLF supports the following groups of people:

Looked after children / care leavers
Young offenders / those at risk of offending
Vulnerable adults
Families in need of support

Children in need / on the edge of care
Young people disengaged in education
Unaccompanied asylum-seeking children
Children who have been adopted

YLF have over 170 volunteers committed to supporting our services and our young people.

34,000

Voluntary hours are given per annum

3,500

Vulnerable people supported each year

Our Values

At YLF, we believe that staff and volunteers should have:

Passion ...to be helpful, friendly, non-judgemental and understanding

Principles ...to be respectful, a good listener, and a good time-keeper

Integrity ...to be trustworthy, open minded, reliable and consistent

Innovation ...to be creative, a good team player and someone who thinks outside of the box

Who We Help



Rachel's Story

Rachel lives in an isolated area and the family do not drive. Rachel used to have a good relationship with her brother but as he had got older he didn't want to spend time with her and could be quite nasty to her. Rachel had also previously had problems with her peer group at school and could feel very lonely. Rachel's grandfather had also recently died.

It was felt Rachel would benefit from increased confidence by developing different interests outside of home; support with accepting her older brother not wanting to spend time with her and encouragement to feel more positive about things. Rachel was referred by the family Support Worker and then matched with a YLF Mentor.

“Six months ago Rachel would never have had the confidence to join in an activity with others especially a climbing activity” Sally | Parent

The Mentor worked with Rachel to increase her confidence and social skills and introduced her to swimming lessons which was something Rachel had wanted to do. Towards the end of the arrangement Rachel was referred to our Positive Activities and she

attended a Climbing Activity. YLF was able to support with transport, enabling Rachel to participate, and she has been offered the opportunity of future activities.

The Mentor was able to listen and offer support and give guidance around her relationship with her brother, whereby Rachel became more accepting of her brother's need for his own space. Rachel also started to maintain good

friendships with her peers at school, with fewer arguments or upsets. At the end of their time together Rachel was

“Rachel was less negative and nervous about things and has shown a more happy and positive side and approach towards things” Faye | Mentor

able to reflect on how positive having a Mentor had been for her by recording her journey through a picture story, something that she could keep to remind her of her own ability to achieve and develop and feel more positive about things. YLF was able to signpost the family to some support groups for children with additional needs as the family had still not received a diagnosis for their son.

www.ylf.org.uk

facebook.com/ylf.org.uk
twitter.com/ylfcharity
instagram.com/ylfcharity

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





“The one thing that keeps me going as an Appropriate Adult is the feeling that you are helping people. The people you support don’t always show gratitude in the way you or I may because of a lack of social skills, but you know you have helped them”

Terry | Volunteer

“One of the most vital skills is to be able to gain the confidence of people in fairly quick time, advising that you are there for them and not the police, but you are not there to hinder the police in any way”

Jane | Volunteer

“The skill, dedication and empathy the volunteers show to detainees is first class. It is a vital service and I am grateful to the volunteers for their continued support.”

Mark Chambers | Chief Inspector, Kent Police

“Being detained in police custody can be a difficult time for anyone, but for young people and those who are vulnerable the situation can be even more distressing. Being an Appropriate Adult is a challenging, satisfying and worthwhile role and therefore if you have a little time to spare and you wanted to make a difference to the people of Kent then please apply to become a volunteer with the Young Lives Foundation.”

Colin Piddock | Inspector, Head of Central Custody, Kent Police

Role Description

Volunteer Appropriate Adult

Responsible to

Appropriate Adult Coordinator

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.

This is an important role requiring a genuine commitment to improving the lives of young people and families. An Appropriate Adult must be a positive role model for young people; a champion of their needs, interests and aspirations; and also a champion of the charity's values and an effective ambassador for the work and the organisation.

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)

www.ylf.org.uk

 facebook.com/ylf.org.uk
 twitter.com/ylfcharity
 instagram.com/ylfcharity

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



- Be present or willing to take a phone call from custody 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

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 ongoing accreditation process lasting 6 months including additional training sessions and an interview
- Police & DBS vetting
- Annual seminars, wider YLF events & continuous briefing updates on legislation, policy and practice
- Formal supervision is carried out with volunteers every 6 months and we always provide an open door policy to volunteers.

YLF reimburses all authorised expenses.

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.

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

This role description does not form a binding contract and can be amended, as the needs of YLF and the volunteer require. All amendments will be discussed with the volunteer. The role involves travel within Kent, Medway and beyond, and the volunteer must therefore have use of a car for business purposes.

Application Process

How to Apply

Please complete and return an application and safeguarding form (there is also an optional equal opportunities form).

You can apply directly online or download these forms from our website: www.ylf.org.uk/resources

If you require hard copies, they are available upon request.

Applications are then submitted online automatically or can be sent to:

Email | volunteering@ylf.org.uk

Post | YLF Volunteering, 71 College Road, Maidstone, Kent ME15 6SX

DBS/Referees

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

Further Info

Please visit the volunteering pages of our website for further information and frequently asked questions at www.ylf.org.uk/how-you-can-help/volunteer/ or feel free to call us with any questions on 01622 693459