

## **REQUEST FOR APPROPRIATE ADULT**

- 1. ALL following information must be recorded on the AA Check list (forms can be found in the duty room and on P:Drive/Appropriate Adult Protocol/Check list) Completed forms must be handed in to VT for data entry.**
- 2. Take referring Officers name, telephone number and Police Station.**
- 3. Why has the young person been arrested/time of arrest?**
- 4. Have parents/guardian been contacted (Get contact details) IF NO WHY NOT?**
- 5. If parents unwilling/possible victim etc okay – if Police say they require interpreter they must provide interpreter to ascertain if parent/guardian can attend.**
- 6. If the young person is TO BE INTERVIEWED has a solicitor been contacted? If yes ETA of solicitor required.**
- 7. WE WILL NOT ATTEND FOR INTERVIEW UNLESS A SOLICITOR IS PRESENT AS PER OUR SERVICE AGREEMENT.**

*If all steps have been taken, Bail & Remand Officer to contact named person/s on Volunteer Appropriate Adult Rota for attendance and furnish them with the above details. They will then complete any necessary paperwork and return to the YOT.*

*Under no circumstances should Appropriate adults accompany young people home.*

*Any queries or concerns must be reported to YOT Bail & Remand Manager with immediate effect. Appropriate adults should not contact Social Services directly.*