



Date as postmark

Dear applicant,

Re: Hafal Appropriate Adult Scheme

Thank you for your interest in becoming an Appropriate Adult for Hafal.

Hafal is working in partnership with South Wales Police to deliver an Appropriate Adult service to vulnerable adults across the force area, with attendances at the following stations:-

- Cardiff Bay
- Pontypridd
- Merthyr
- Ton Pentre
- Bridgend
- Neath
- Swansea Central

This is a 24 hour service, 7 days a week and we are therefore looking to recruit reliable, trustworthy individuals that are prepared to be available for 5-10 hour periods at a time to attend when called upon. We use a team of both volunteers and staff (who receive a modest payment) to deliver this service and we are therefore seek to recruit candidates from both categories.

All Appropriate Adults must be vetted by South Wales Police and training will be provided by Hafal, they are also required to 'shadow' an experienced Appropriate Adult for 2/3 visits prior to lone working. Support will be provided through a manager with regular support and supervision sessions.

I have enclosed further information as well as the Vetting Forms and an Application Form for Hafal. Please read thoroughly and carefully complete both before returning to myself in Llandarcy, preferably via recorded delivery due to the delicate content of the forms.

I look forward to hearing from you and would like to again thank you for your interest in Hafal, should you require any further information then please do not hesitate to contact me.

Kind regards,

Lianne

Lianne Jeffrey
Appropriate Adult Co-ordinator, Hafal

Encs.

- Hafal Appropriate Adult Scheme, Further Information
- What is an Appropriate Adult?
- Home Office Guidance Leaflet for Appropriate Adults
- Hafal Application & Equal Opportunities Form
- Police Vetting Forms

Hafal Appropriate Adult Scheme

Further Information

Payments

- Subsistence is paid after each 4 hour period of up to £5, receipts must be provided
- Mileage can be claimed up to a maximum of 60 miles at a rate of 45p per mile, receipts/mileage claim form must be provided
- All payments will be made on a monthly basis (15th) via Hafal payroll on submission of monthly timesheets and expenses claim forms

Police Vetting

- All Appropriate Adults must be subject to Vetting by South Wales Police, this process can take up to 8 weeks.
- The Vetting forms must be completed in full in black ink and block capitals
- **Part of the Vetting is to have your identity confirmed. You will need to show your current line manager two forms of original ID documents (i.e. passport, birth certificate etc.) please make photocopies of these and send them in with your completed Vetting forms. Your current line manager will need to confirm these by both signing the declaration on page 4 of the Personal Information form and initialling the photocopies. If this is a problem then please contact the AA Co-ordinator**

Training

- All AA's are required to attend AA Induction Training (2 days, accredited training)
- All AA's will shadow an experienced AA on 2/3 occasions prior to lone working
- Regular training updates will be offered

Rotas

- You will be required to give your availabilities to the AA Co-ordinator preferably on a monthly basis via email (or over the phone)
- The AA Co-ordinator puts together the rotas
- Each 24 hour period is broken down into 4 shifts: mornings (7am – 12noon), afternoons (12noon – 5pm), evenings (5pm – 10pm) and nights (10pm – 7am)
- There are 4 Appropriate Adults on call at any one time (apart from the night shifts, where there is only 1 on call – this is due to the lack of calls during these unsocial hours)

Call-outs

- Appropriate Adults must be contactable at all times when on the rota and must respond to any missed calls
- Appropriate Adults are contacted directly by Hafal Staff to attend when needed (South Wales Police ring a Hafal call-handler to make the request, the call handler then checks the rotas and contacts the relevant AA)
- Appropriate Adults must contact the station directly within 5 minutes of receiving a call from Hafal to arrange an arrival time and take details of the call before attending.
- The response time for all calls is 60 minutes (from the initial call to Hafal)