



## Independent Custody Visitor Role Description

1. To arrange custody visits with fellow custody visitors, in line with agreed rotas.
2. To keep the Panel Co-ordinator and fellow custody visitors informed of any problems or changes to the visiting rota.
3. To carry out custody visits to designated police stations in line with the scheme guidelines and training.
4. To check on the conditions in which a detainee is kept, their health and wellbeing, and their legal rights and entitlements, with reference to PACE Code C.
5. Where appropriate, consult the detainee's custody record to clarify and check any concerns raised by the detainee.
6. To discuss with custody staff any concerns and requests arising from the custody visit and bring to their attention any issue that needs to be dealt with, including those that may indicate a breach of detainee rights, welfare, or safety.
7. To speak up and raise concerns where something feels wrong, unsafe, or contrary to the principles of fairness, legality, or detainee welfare—whether observed during a visit or relating to the custody process.
8. To complete the Independent Custody Visitor Report form, ensuring that all relevant information is recorded correctly, clearly, and concisely.
9. To distribute copies of the Independent Custody Visitor Report form to the appropriate people.
10. To complete and submit expense claims in line with the scheme guidelines.
11. To attend continuous training sessions as appropriate.
12. To attend panel meetings of the Independent Custody Visitors as required.
13. To attend other meetings of Independent Custody Visitors as appropriate.
14. To carry out the duties of an Independent Custody Visitor with regard to the Health and Safety requirements of the custody visiting scheme.
15. To carry out the duties of an Independent Custody Visitor as set out in the Thames Valley Independent Custody Visiting Scheme handbook.
16. Not to disclose details about any detainee you have spoken to, to any person, except those concerned with their detention.
17. Not to share or comment on any aspect of custody visits, detainees, or custody staff on social media, in line with confidentiality and safeguarding responsibilities. This includes avoiding indirect references, images, or commentary that could compromise privacy or trust.

## Independent Custody Visitors Person Specification

Essential Criteria	Measure by
1. Must be at least 18 years of age.	Application
2. Must live or work in the police authority area.	Application
3. To demonstrate sufficient time, flexibility, and commitment to carry out the role of custody visiting.	Interview
4. To work with colleagues as part of a team to meet the police authority's visiting programme.	Interview
5. To be able to communicate well both orally and in writing.	Application / Interview
6. To communicate respectfully and effectively with people from diverse backgrounds, upholding principles of equality, diversity, and inclusion.	Interview
7. To demonstrate an independent and impartial view in relation to all parties involved in the custody visiting process.	Interview
8. To be able to maintain confidentiality.	Interview
Desirable Criteria	
1. Knowledge of Independent Custody Visiting.	Interview
2. To demonstrate an ability to complete forms clearly and concisely.	Application
3. Experience of working or volunteering in a public service, community, or safeguarding role.	Application / Interview
4. To demonstrate the ability to travel independently to custody centres across the area.	Interview