Being an appropriate adult
An independent guide

National Appropriate Adult Network

One page summary	Section
This guide is for people who have been asked to be an appropriate adult (AA).	**1**
The police must contact an AA whenever they detain or interview a person who is a **child** (under 18 years old), or may be a **vulnerable person** (of any age) as a suspect.	**2-3**
The AA **supports, advises and assists** the person, making sure that they: - • understand what is happening and why each thing matters • understand and can use their rights and entitlements • they can participate effectively and their communication needs are met • are treated fairly and their rights are respected.	**4**
For a child, the AA should be the person who is legally responsible for them, or a social worker, or someone from an organised service of trained AAs. For adults, the AA should be someone with experience or training. But if the person prefers a family member the police should respect this. Organised schemes are usually available.	**5**
It is your decision whether to agree to be the AA. But some people are not allowed. It often takes several hours. It can take up to several days in the most serious cases.	**6-7**
The **'PACE Codes of Practice' are the police rule book**. Code C is the most important for AAs. Custody officers do not investigate; their job is to ensure that people are treated fairly while detained. **Free, independent legal advice is available** to all.	**8**
The AA has an important and active role throughout a person's voluntary interview or time in custody; from when they are told their rights, right through to when the police decide what to do with them**. The AA is not just there to watch what happens.**	**9**
The **police need consent for some procedures.** You can only give your consent if you are the parent or guardian of a child.	**10**
The **AA has several important rights** including: - • Ensuring a lawyer attends (even if the person gives up their right to one) • Viewing the custody record (the notes on what has happened to the person) • Private conversations with the person whenever that person wants them • Speaking up in interviews if the police are not acting fairly, there is a problem with communication, or the person needs a break.	**11**
A person must be given a written notice of their **rights and entitlements.**	**12**
Detention must end as soon as it is no longer necessary. The police must regularly review detention. The maximum time is normally 24 hours, but this can be increased in serious cases. Healthcare professionals are always present.	**13-14**
The person might be released while investigations continue or to attend a court. They might be detained and taken to court. Or they might be offered an "out of court disposal" (these can appear on criminal record checks and some need an admission of guilt). Legal advice is strongly recommended.	**15-17**

1. Who is this guide for?

This guide is for people who have been asked to be an appropriate adult (AA) for someone they know. For example, a parent, partner or other family member.

2. Why is an appropriate adult needed?

The police must follow a set of rules, commonly called "PACE"[1]. They must involve an AA for anyone they detain in custody or voluntarily interview who:

- is under 18 years old[2] or
- the police have *reason to suspect* may be a *vulnerable person*.[3]

A vulnerable person is someone of any age who may[4]: -

- have difficulty understanding the full implications of procedures or rights, or the significance of questions they are asked or their own replies; or
- have difficulty communicating effectively about procedures or rights; or
- be prone to becoming confused and unclear about their position; or
- be prone to unintentionally providing unreliable, misleading or self-incriminating information (such as saying things to please others or to get out of custody quickly); or
- be prone to unknowingly or unintentionally accept, agree to, or act on suggestions.

This could be due to mental ill health, learning disability, brain injury or neurodiversity (e.g. autism, ADHD). The person does not need to have a diagnosis. It could also be for any other reason, but it does not apply where the person is simply under the influence of drink or drugs at the time.

3. What if the person has been invited to attend the interview voluntarily?

The police may ask to interview someone about an offence without arresting them. This does not mean it is not serious or the person will not be charged. If a person agrees, it may take place at a police station or somewhere else, such as a council building. The police must apply the same PACE rules and the person has the same rights and entitlements. The role of the AA is the same.[5].

4. What is an appropriate adult?

An AA has an important and positive role in ensuring fairness in the justice system. They actively protect a person's rights, entitlements and welfare while they are in custody or being interviewed voluntarily. They are expected to:[6]

- support, advise and assist the person whenever they are given, or asked to provide, information or participate in any procedure (including interviews)
- ensure police act properly and fairly, respecting the person's rights and entitlements
- assist the person to communicate, including respecting and supporting their right to silence
- protect the person's rights and help them to understand and use their rights.

An AA' advice does not include *legal* advice. Instead, the AA has a right to make sure a solicitor or legal representative attends to provide independent legal assistance. This is free for everyone.

5. Why have I been asked to be the appropriate adult?

For children, the PACE rules say police must first seek a parent, guardian, representative of the organisation caring for the child or a social worker[7]. Local councils have a legal duty to provide an AA if the police request one.[8] All areas should have an organised scheme providing trained AAs.

For vulnerable adults, the PACE rules tell police it may be better to find someone who is experienced or trained. But if the person prefers a relative over someone trained or qualified, police should respect this, if possible.[9] Organised AA schemes for vulnerable adults exist in most areas.

6. Do I have to agree to be the appropriate adult?

It is your decision. There is no legal duty on parents, partners, or other family members to be the AA. The police are used to working with family members or trained AAs. Read through this information and decide what is in the person's best interests. However, you are not allowed to be the AA if: -

- You are a witness, victim, suspect or otherwise involved in the investigation[10]
- The person admitted guilt to you before you started acting as the AA[11]
- You are estranged from your child and they prefer to have someone else as AA[12]
- You are a police officer, employee, volunteer, or under contract to the police, unless you are the parent or guardian (of a child) or relative, guardian or carer (of an adult) [13]
- You are a solicitor or independent custody visitor at the police station in that capacity[14]

7. How long will it take?

This depends on the seriousness of the case. It can often take around 6 hours but can be longer (in very rare circumstances up to several days). There may be long gaps while decisions or further investigations are being made. Depending on the circumstances, the needs of the person being supported and the investigation, you may feel you don't always need to be at the police station.

8. How do I know what is supposed to happen?

This guide provides basic information. More information is available if you want it.

The police's powers are defined in the Police and Criminal Evidence Act 1984 (PACE). The rules they have to follow are detailed in the eight PACE Codes of Practice, which are lettered A to H. The police have to let you (and the person you are supporting) read them. But you cannot 'unreasonably delay' the investigation by reading them[15]. The most important ones for an AA are:

- Code C (detention, treatment and questioning) or Code H for terrorism cases
- Codes D (identification procedures)
- E and F (audio and video recording of interviews)

In custody, you can ask the custody officer for more information. They are police officers but they are independent of the investigation. It is their job to make sure the person is treated fairly, and that the investigation is prompt.[16] In voluntary interviews, the interviewing officer is responsible for making sure the rules are followed. But they are not independent of the investigation. You can ask the legal advisor questions when they are available. They are always independent of the police.

9. When is the appropriate adult needed?

The AA has a role throughout a person's time in custody or voluntary interview. In most circumstances, police must make sure an AA is in the room whenever they: -

- do a procedure in which they give the person information (or ask for information from them)
- are required to seek consent to carry out a procedure[17]
- advise the person of their legal rights & entitlements[18]
- caution the person before questioning them[19]
- conduct interviews or ask the person to sign a statement[20]
- carry out ID procedures such as fingerprinting, photographs and video identification[21]
- carry out Class A drug testing or take samples such as DNA swabs[22]
- conduct strip searches or intimate (body cavity) searches[23]
- require x-ray or ultrasound scans (this will be done at a medical premises)[24]
- review whether detention needs to be continued or extended for longer[25]
- tell the person they have to go to court (this is called 'charging')[26]
- put the person on bail while the Crown Prosecution Service decide whether to charge them[27]
- take action in relation to a Youth Caution[28] and Youth Conditional Caution[29] (children).
- take action in relation to a Simple Caution[30] or Conditional Caution[31] (adults).

Sometimes certain procedures can be done without an AA but there are special rules. For example: -

- The person's rights & entitlements must be repeated to them when the AA arrives[32].
- Strip searches can only take place without an AA if there is an *urgent risk of serious harm*[33].
- The police must make *reasonable efforts* to give the AA *sufficient notice* before reviews of detention or decisions about whether to charge, so that they can attend.
- If the AA cannot attend for charging, police should bail the person to return when they can.[34]

10. Do the police need my consent?

An AA must be present whenever consent (permission) to carry out a procedure is requested from the person (or given by them). The rules on what the police need to get consent for are set out in the PACE Codes of Practice and are quite complicated. Who they need consent from differs with age:

- Children aged under 14: consent from the parent or legal guardian only (not the child)
- Children aged 14 to 17: consent from both the child and a parent or legal guardian.[35]
- Adults: consent from the person themselves only.

Only parents or legal guardians of a child can give consent. Other AAs cannot give consent and should not be asked for it.

Sometimes a person does not have the *capacity* to decide whether to consent. This happens when their mental state or condition means they cannot retain or weigh up information about a particular decision. If you think this might be the case, tell the custody officer (or interviewing officer if it is a voluntary interview) and ask them to arrange an assessment by a qualified healthcare professional.

11. What can the appropriate adult do?

Access information

The police must: -

- tell the AA why the person is being detained
- allow the AA to view the whole of the person's *custody record* as soon as possible on arrival, at any time you ask (within reason) and for up to 12 months after they are released.[36]

You can use the custody record to check that the case has progressed in good time. Look for any unexplained time gaps. Note details such as times the person was arrested, booked in, last rested or had refreshments. Check the details and times with the person. The police will do a risk assessment of the person's detention. You don't have access to the risk assessment, but if it includes information that means you might be at risk, the police should give you that information.[37]

Get legal advice for the person

Free legal advice is probably a suspect's most important right. But people sometimes refuse it due to misunderstanding and fear. If you think it is in their best interest, as AA you have the right to ask for a legal representative to physically attend even if the person has declined it. The police must act as if the person had made the request.[38] Deal with this as soon as possible to minimise delays. You can do this over the phone before you arrive. You cannot force a person to see the legal advisor once they arrive[39], so you should talk to them and ease any concerns they have. For example, explain that:

- It will not cause a big delay and will not cost them anything
- Even a minor criminal record can have a big impact on their life in the long term
- Taking legal advice is everyone's right and is important whether you feel 'innocent' or 'guilty'
- They can choose a legal advisor or use the duty solicitor (they are independent of police)
- They have a right to have a legal advisor attend in person, even for minor matters[40]
- When they get legal advice, their conversation is *legally privileged*. This means they can tell their legal advisor everything and they cannot share it with the police.

Talk privately to the person

A person is allowed to have a private consultation with their AA at any time. Ask the police if an alternative room is available for this, rather than talking in a cell. Use this to:

- Ask them how they would like to be supported
- Ensure that they understand their rights and what is happening
- Check their general welfare, including whether they need to eat, drink or use the toilet.

These conversations are *confidential*. This means you cannot normally tell police what the person has said without the person's permission. Take legal advice before sharing without permission. However, these conversations are not *legally privileged* so (in rare circumstances) a court could call you as a witness[41]. To prevent this, regularly remind the person to only talk about what happened when they are getting advice from their legal advisor. The person has the right to decide whether you are present or not when they get legal advice. Deciding which is best can be complicated. Speak to the legal advisor about it and consider whether the person will understand what they say.

Speak up during police interviews

You have the right to observe whether interviews are conducted fairly and properly and to tell the police if you think it is not. You can advise the person, but never give legal advice. You must not speak for the person or put words into their mouth, but you may ask police to rephrase questions and help them understand answers. You will have a positive impact just by being present. However, you should watch and listen carefully, and intervene if: -

- at the start of the interview police have not properly explained the equipment being used, the reason for arrest (or voluntary interview), or the purpose of the interview
- police have not given a reminder of the right to legal advice and to consult the AA in private
- police have not repeated the caution and ensured that the person understands it (check this by asking them to explain it back to you in their own words, in your consultation if you can)[42]
- police are inappropriately familiar towards the person
- police interrupt repeatedly, use raised voices or foul language, or stand
- police use questions that are repetitive, too fast, inappropriate or leading
- police change the questioning to relate to a different matter to the one explained at the start
- you are confused or the police appear to be
- the person does not understand the questions, is confused, distressed, agitated, upset, angry or abusive
- the person seems to have forgotten their legal advice
- If the police try to undermine the self-esteem of the person.

You should request a break in an interview: -

- when the person needs one or approximately two hours have passed since the last break[43]
- at recognised mealtimes, taking into account when the person last ate[44]
- you want to talk to the police, legal advisor or person in private
- the legal advisor arrives at the station or you or the person want legal advice[45]
- anything happens which causes you concern.

Consider making comments at the start or end of the interview recording if you:-

- are concerned about something and you have been unable to resolve it before the interview
- think the police have not followed the correct procedures
- think the person cannot cope with an interview, either psychologically or physically
- think the recording will not be able to capture something, such as an oppressive atmosphere

You do not have to sign that an interview record or statement is accurate if you do not agree[46].

If the AA *prevents* or *unreasonably obstructs* proper questions being asked or the answers being recorded, the interviewing officer may ask a senior officer (at least Inspector rank) to:

- remind the AA they are not allowed to obstruct proper questioning
- give the AA an opportunity to respond
- decide if the interview should continue without the attendance of that AA.

The senior officer may require the AA to leave the interview. An alternative AA must be obtained[47].

Speak up outside of interviews

You can make *representations* to the police on behalf the person they are supporting, at any time. This means speaking to the police about how and why an action or decision should be taken.

The legal advisor can also make representations. Often, they are most effective if both the AA and the legal advisor make the same representations. However, legal advisors are not always present.

Use representations to protect a person's rights and entitlements. For example, if the person:

- is too hot or cold, hungry or thirsty, or needs a shower
- needs something so they can observe a religious practice
- needs a document translated.[48]

Sometimes the police must ask the AA if they have any representations. This includes:

- when the person needs an interpreter, and the police want to use a remote interpreter[49]
- when a more senior officer *reviews* whether the detention should continue (as long as you are available in person or by phone or email)[50]
- when the police are considering *release on bail* so a *charging decision* can be made (as long as you are physically present)[51].

12. What rights does the person have?

The police must explain a person's rights and entitlements and provide a written notice[52]. An 'Easy Read' version is available for people who have difficulty with complex written information[53]. AAs may find this version useful when explaining rights and entitlements to the person. Ask the custody officer for these documents as soon as possible. You can also download them from www.gov.uk.

Rights include having someone informed of their arrest, free legal advice and looking at the Codes of Practice. Rights can be used at any time, but some may be delayed in exceptional circumstances[54]. Entitlements include reasonable standards of physical comfort, adequate food and drink, access to toilet and washing facilities, clothing, medical attention, and exercise where possible[55].

13. How often do the police have to review the person's detention?

A person may usually be detained for up to 24 hours without charge, but only if it is *necessary*[56]. If at *any time* it is no longer necessary, the person should be released. A review officer (at least Inspector rank) must formally review the detention after 6 hours (then a further 9, and a further 9 hours). In the most serious cases, longer detention may be authorised by a police Superintendent or a court[57]. Make sure you understand the reason for detention. If you think it may no longer be necessary to detain the person, ask the police whether the person could return for a voluntary interview.

14. What if the person is unwell?

If you have concerns about the person's health you should inform the custody officer. Nurses are available in police custody. NHS *liaison and diversion* services may be available to assess mental health and other vulnerabilities. They can provide referrals to community health services. If the person appears very unwell, a doctor may be asked to assess whether it is too risky to interview them or detain them any longer. In a medical emergency a person may be transferred to hospital.

15. What is release on 'pre-charge bail'?

The police may release a person from custody before they decide how to end the investigation:

- if it is not necessary, justified or legal to detain the person for any longer [58]; and/or
- so that they can make further enquiries and try to get more evidence; or
- so that the Crown Prosecution Service (CPS) can decide if the person should go to court.

No money is required to be released on bail. The person must return to the police station at a certain date and time. The person may also have to follow some rules and restrictions (known as *bail conditions*) during that time. For example, this might include living at a particular address, staying away from a certain area, not contacting someone, or regularly reporting to a police station. If they don't turn up at the right time, or if they break the conditions, the police can come and arrest them.

Tell the police if a condition is unfair or a person will not be able to follow it. Help the person to understand the conditions and what might happen if they break them.

16. What is 'release under investigation'?

This is an alternative to *pre-charge bail*. The person is not given a date to return to the police station. There are no conditions placed on them. At a later date, the police could arrest them again or invite them to come to another interview voluntarily. There is no time limit on the investigation.

Help the person to understand that the investigation is not over. Make sure they know how to follow up with the police if they do not hear anything. Ask whether their legal advisor can help with this.

17. What happens at the end of a police investigation?

The investigation ends with one of these outcomes, known as *disposals*:

- No further action
- Out of court disposals
- Being charged.

No further action

If the person is in custody, they will be released. The investigation will be closed. This might be because police think no crime has been committed. Or it may be because they do not have enough evidence. Or it may be because it is not in the public interest to take the person to court. If they are not in custody, they may be told this by post (but they may have to follow up to find out).

Out of court disposals

These are applied by police in some less serious cases. Some require the person's consent and/or their admission of guilt. There is no court hearing. There is no criminal conviction. This does not mean they are not serious. It does not mean the person will have not have a criminal record. They are still added to a police records. They may be disclosed through a criminal record check. They can impact on a person's education, employment and finances. Visit hub.unlock.org.uk for more information on criminal records. People sometimes accept out of court disposals to get released quickly or because they fear court. Ensure the person understands the disposal and its significance. Free legal advice can be taken when this disposal is offered, even if it was not previously requested.

Charged

For less serious offences, the police can decide to charge someone. For more serious offences, they must ask the independent Crown Prosecution Service (CPS) for permission.[59]

A person may charged at the police station or get a postal requisition (also known as a court summons) in the post. Both of these simply mean they must go to court at a certain date and time.

Being charged does not mean the person has been found guilty of any offence. The court will decide whether they are guilty, and what (if anything) happens next.

Children are usually only charged or referred to the CPS if:

- an out-of-court disposal is inappropriate
- they have already received an out of court disposal
- the offence is serious
- they have not admitted guilt.

The person will be given a charge sheet which shows what offences they have been charged with.

The police should give the AA sufficient notice to be present when the person is told the decision and when any charge or other 'disposal' is delivered[60].

People are usually released on bail. They must attend court at a future date. Bail is a legal right. No money is required to get released. If the police use *conditional* bail, the person will also have to follow certain rules and restrictions during that time. This might include living at a particular address, not contacting certain people or regularly reporting to a police station.

The police may refuse bail and keep the person in custody if they believe the person will:[61]

- carry out further offending
- cause injury, loss or damage
- interfere with the investigation
- not turn up to court
- or if it is necessary for their own protection.

This means the person will not be released before being taken to the next available court.

Ask the custody officer as soon as you can whether they have any concerns about granting bail. Given time, it may be possible to resolve their concerns.

If a child (under 18) is going to be refused bail:

- They should be transferred from police custody to local authority accommodation. There are some exceptions to this and legal advice is strongly recommended.
- Request help from your local Youth Offending Team (YOT). They may be able to resolve the concerns and prevent the need for detention.

Out of court disposals

Disposal	What it means for the person	Requires	Will it be disclosed on a Basic, Standard or Enhanced criminal record (DBS) check?
No further action (NFA):	The police don't intend to take any further action in the case. *Can be used with a person of any age.*	Consent ✗ Admit ✗	Recorded locally only. Disclosed very rarely, only on Enhanced DBS check, only if deemed relevant by police.
Community resolution	The person agrees to make amends to the victim. *Can be used with a person of any age.*	Consent ✓ Admit ✓	Recorded locally only. Disclosed very rarely, only on Enhanced DBS check, only if deemed relevant by police.
Warning (Cannabis, Khat)	Verbal warning. Future possession likely to result in a PND. *Can be used with 18+ only.*	Consent ✗ Admit ✓	Recorded locally only. Disclosed very rarely, only on Enhanced DBS check, only if deemed relevant by police.
Warning (Harassment)	Given a letter advising them that if they do the same thing again they may be arrested and prosecuted. *Can be used with a person of any age.*	Consent ✗ Admit ✗	Recorded locally only. Disclosed very rarely, only on Enhanced DBS check, only if deemed relevant by police.
Penalty Notice for Disorder	Sign penalty notice. Pay £60, £90 or request trial within 21 days. *Can be used with 18+ only.*	Consent ✗ Admit ✗	Recorded locally only. Disclosed very rarely, only on Enhanced DBS check, only if deemed relevant by police.
Youth Caution	Enough evidence to charge but not in public interest. *Can be used with children (10 - 17 year olds) only.*	Consent ✗ Admit ✓	Recorded on PNC. Never disclosed on Basic, Standard or Enhanced DBS check.
Youth Conditional Caution	Must comply with conditions or will be charged with original offence. Referral to YOT. *Can be used with children (10 - 17 year olds) only.*	Consent ✓ Admit ✓	Recorded on PNC. Disclosed on Basic for 3 months minimum.* Never disclosed on Standard or Enhanced DBS check.
Simple Caution	Enough evidence to charge but not in the public interest. *Can be used with 18+ only.*	Consent ✓ Admit ✓	Recorded on PNC. Never disclosed on Basic. Disclosed on Standard/Enhanced unless eligible for filtering.
Conditional Caution	Must comply with conditions or be charged with original offence. *Can be used with 18+ only.*	Consent ✓ Admit ✓	Recorded on PNC. Disclosed on Basic for 3 months minimum.* Disclosed on Standard/Enhanced unless eligible for filtering.

*May be longer if the person has convictions that are currently 'unspent' under the Rehabilitation of Offenders Act 1974

Visit www.unlock.org.uk for information, advice and support on the impact of criminal records.

Where does this information come from?

This guide is based on a range of laws and codes. Most of the information comes from the Codes of Practice created under a law called the Police and Criminal Evidence Act 1984. This is the 'rule book' for the police. It is commonly called "PACE".

You don't need to read the law or the codes. But sometimes it can be helpful for an AA to be able to point directly to where a rule or a right comes from.

After some of the information in this guide, you will see a small number – like this.[1] To find out where the rule or right came from, just match the number to the list below.

[1] Police and Criminal Evidence Act 1984
[2] PACE Code C 1.5
[3] PACE Code C 1.4
[4] PACE Code C1.13(d), 1G to 1GC
[5] PACE Code C 1.10
[6] PACE Code C 1.7A, 11.17
[7] PACE Code C 1.7(a))
[8] Crime & Disorder Act 1998 s.38(4)(a)
[9] PACE Code C 1D
[10] PACE Code C 1B
[11] PACE Code C 1B, 1C
[12] PACE Code C 1B
[13] PACE Code C 1.7(a)(iii) and (b)(iii), 1F
[14] PACE Code C 1F
[15] PACE Code C 3D
[16] PACE Code C 1.15
[17] PACE Code D 2.12, 2.14
[18] PACE Code C 3.17, 3.18, Annex E:3
[19] PACE Code C 10.12, Annex E:7
[20] PACE Code C 11.15, Annex E: 8, E2, E3
[21] PACE Code D 2.14 and 2.15
[22] PACE Code C 17.7 / PACE Act 1984 s.63B(5B)
[23] PACE Code C Annex A: 2A, 2B, 5, 11(c), Annex E: 12, Annex A: 3 and 6,12(c), Annex E: 10
[24] PACE Code C Annex K: 2 and 3
[25] PACE Code C 1M(d)(i), 15.2A(c), 15.3(c)
[26] PACE Code C 16.1, Annex E: 11
[27] PACE Code C 16.1
[28] Crime & Disorder Act 1998 s.66ZA(2)
[29] Crime & Disorder Act 1998 s.66B(5) / Code of Practice for Youth Conditional Cautions 4.1.4, 16.1, 16.3
[30] Ministry of Justice: Simple Cautions for Adult Offenders 81
[31] Criminal Justice Act 2003 Code of Practice for Adult Conditional Cautions 3.8
[32] PACE Code C 3.17
[33] PACE Code C Annex A: 11(c), Annex E: 12
[34] PACE Code C 15.3, 15CA, 16C
[35] PACE Code C 1.5A, Annex A: 2B, Annex M: 7(b) / PACE Code D 2.12
[36] PACE Code C 2.4, 2.4A, 2.5
[37] PACE Code C 3.8A
[38] PACE Code C 3.19, Annex E: 4
[39] PACE Code C 6.5A
[40] PACE Code C 6B
[41] PACE Code C 1E
[42] PACE Code C 10.1
[43] PACE Code C 12.8
[44] PACE Code C 12.8
[45] PACE Code C 6.6(d)(v)
[46] PACE Code C 11.12
[47] PACE Code C 11.17A
[48] PACE Code C Annex M 8
[49] PACE Code C Annex N 4
[50] PACE Code C 15.3
[51] PACE Code C 16.1
[52] PACE Code C 3.2, 3.12(c)
[53] PACE Code C 3.3.A
[54] PACE Code C Annex B / D Annex B
[55] PACE Code C 3.2(b)(ii)
[56] PACE Act 1984 s.41-s.43
[57] PACE Code C 15.2A
[58] PACE Act 1984 s34(2), s40, s41, s42, s43
[59] PACE Code C 16.1
[60] PACE Code C 16C
[61] PACE Act 1984 s.38(1)