

Interpreting

Briefing the interviewee: aide-memoire for interpreter-assisted interviews

The person who requires interpretation services will need to be briefed via the interpreter. You **must** conduct this briefing. The interpreter may add points for clarification. If the interview is to be video or audio recorded, then the briefing should also be recorded. A standard briefing may include the following phrases.

- 'We will speak to one another via an interpreter.'
- 'The interpreter is not part of the police. They are here to put what you say into my language, and what I say into yours.'
- 'The interpreter will keep everything that is said during the interview confidential.'
- 'Please do **not** try to have any separate conversation with the interpreter. They are not allowed to engage.'
- 'The interpreter will interpret everything we say.'
- 'If you have any questions, please ask me or your legal adviser. The interpreter is not allowed to give you any advice.'
- 'We will speak directly to one another as though we share the same language. The interpreter will interpret what we say and speak in the first person.'
- 'We will pause after each sentence to allow the interpreter to do their job.'
- 'If one of us speaks for too long, the interpreter might stop us with a gesture like this.'
[The interpreter should then show how they will stop the interview. The gesture may vary in different cultures.]

- 'We must not speak too quickly. If we speak too quickly, the interpreter might have to stop us and ask us to slow down.'
- 'The interpreter is **not** an investigator and they will not ask questions. They will only interpret what we say.'
- 'You may understand English, but please listen to the interpretation before answering the question in the language you share with the interpreter.'
- 'The interpreter may ask questions to clarify what has been said to ensure the most accurate interpreting.'