



## **Force Policy & Procedure**

## **Volunteer Police Cadets**

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## **1. Policy Statement**

- 1.1 Police Officers, staff and volunteers of Devon and Cornwall Police are committed to better supporting young people to achieve and thrive, helping people to live safe, healthy and fulfilling lives and to encourage communities to flourish.
- 1.2 The Chief Constable of Devon and Cornwall Police is the National Police Chief Council lead for the National Volunteer Police Cadets Scheme. Devon and

Cornwall Police supports the provision of a Volunteer Police Cadets Scheme (VPC) which provides a safe environment in which young people can learn as individuals, develop positive relations with the police and actively support their community through volunteering.

- 1.3 This policy outlines the aims and objectives of the Devon and Cornwall Police VPC Scheme and the expectations of any member or volunteer of the organisation participating in the delivery of the scheme.
- 1.4 Devon and Cornwall Police's VPC Scheme is aligned with the aims of the National Volunteer Police Cadets, which are: to promote a practical understanding of policing amongst all young people; to encourage a spirit of adventure and good citizenship; to support local policing priorities through volunteering; to give young people a chance to be heard, and to inspire young people to participate positively in their communities.
- 1.5 Involvement in the VPC does not guarantee future employment in the organisation, however cadets are provided with support and guidance should they wish to develop a career in the police service.
- 1.6 Devon and Cornwall Police supports personnel in creating, developing and maintaining VPC units and acknowledges this is an important engagement tool between the Police and Young People. VPC support personnel, are to be supported by immediate line managers and senior staff in the localities, with a minimum of two hours per week duty time to run cadet sessions, subject to exceptional operational demand.
- 1.7 Police staff employees who are cadet leaders are aligned with the Force 'Special Paid Leave' Step by step process. This does not apply to serving Police Officers. This is to be used to accommodate additional time required to run a cadet unit, to ensure a consistent and sustainable approach.
- 1.8 The involvement of Special Constables supporting the cadet programme as a cadet leader is encouraged, although this must be agreed by the relevant line managers. Special Constables are to prioritise their initial training and tutorship phase (probationary period) if involved with cadets. Special Constables who are cadet leaders, are entitled to claim a maximum of 50% of their duty time towards carrying out VPC duties.
- 1.9 Local Policing Support Volunteers as per the VPC model are encouraged to take on the role of Unit Manager and must be actively supported in this by their local SMT.
- 1.10 Units are to actively encourage young people from vulnerable backgrounds, with each group having at least 25% making up their group numbers. Referrals are to be encouraged from partner agencies.

## **2. Introduction**

- 2.1 Devon and Cornwall Police aims to prepare young people for their future by providing varied activities and opportunities to develop qualifications, enhance interpersonal skills and confidence and achieve a sense of pride through supporting community policing.
- 2.2 It is the responsibility of all members of the organisation involved with the VPC scheme to prioritise the safety and welfare of cadets. This includes but is not inclusive for all police staff, Police Officers and Local Policing Support Volunteer VPC Leaders.
- 2.3 A Manual of Guidance for Cadet Leaders (August 2021) is provided to all personnel involved within the VPC scheme and who work with cadets. This outlines the expectations of the role and the procedures to be undertaken in providing the cadets service, including the necessary steps to be taken to safeguard the welfare of cadets. As a living document, officers, staff and volunteers are requested to use the current online version of the manual, rather than a printed version.
- 2.4 Reference should be made to the D&C Corporate Cadet model in terms of structure and governance around cadet group set up and maintenance which can be found in the Manual of Guidance for Cadet Leaders (August 2021).
- 2.5 It is the responsibility of the Citizen's in Policing Team within the Alliance Prevention department to ensure that the manual of guidance is kept up to date.
- 2.6 Previous versions of this policy are available upon request from the Force Policy Unit.
- 2.7 Staff are provided with a Leadership Code of Conduct which provides guidance and instruction around correct behaviours and practices expected of all members of VPC. All individuals who are actively involved with VPC units understand and acknowledge the responsibilities and trust inherent in their role and are aware that sanctions will be applied if such provisions are breached.
- 2.8 The D&C Inspection tool kit must be carried out as to the health of the Unit on an annual basis.
- 2.9 All VPC leaders who are Local Policing Support Volunteers must also adhere to the Police Volunteer Programme Policy.
- 2.10 In the application of this policy staff and Local Policing Support Volunteers (LPSV) are reminded of the need to comply with the standards and principles of the Code of Ethics for Policing.

### **3. Principles**

#### **3.1. Safeguarding**

- 3.1.1 The VPC is committed to safeguarding the moral, psychological and physical welfare of children, regardless of gender, religion, race, ability, disability, sexuality or social background and to protecting them from any physical, emotional and sexual abuse or neglect.
- 3.1.1 Devon and Cornwall recognise and adhere to the National Volunteer Police Cadet Safeguarding Policy. All Cadet Leaders and anyone involved with the VPC must familiarise themselves with this National policy and outlined procedures. Additional support and guidance can be sought from the National Volunteer Police Cadets Safeguarding team ( [VPC.Safeguarding@vpc.police.uk](mailto:VPC.Safeguarding@vpc.police.uk)). Link to National Policy. In relation to Roles and responsibilities please see Appendix A - National VPC Safeguarding Policy outlining the force's structure.
- 3.1.2 It is the primary responsibility of all adult members of the VPC, inclusive of all police employees and volunteers, to safeguard cadets and young people. All involved with the VPC scheme must undertake safeguarding training preferably prior to becoming involved with the VPC scheme where possible.
- 3.1.3 All individuals involved in the VPC programme must have appropriate vetting in place before they take part in any VPC activities. Police employees should already have relevant vetting clearance in place. Any volunteers who become involved in the VPC programme must clear appropriate vetting prior to taking part in any VPC activities in line with the PSV guidance. At the time of writing, any volunteer who wishes to take part in the VPC programme is required to clear NPPV 2 Basic vetting.
- 3.1.4 All Cadet Leaders are required to undertake and pass a DBS (Disclosure and Barring Service) check in addition to their vetting. This applies to Volunteer Cadet Leaders, police officer, police staff and PCSO cadet leaders.
- 3.1.5 Devon and Cornwall Police recognises the importance of child protection as enshrined in the Protection of Children Act 1999 and supports the provisions of the Children Act 1989 which ensures that "the welfare of the child is paramount". The Volunteer Police Cadet scheme operates under the UK Youth Safe Spaces framework. The Assistant Chief Constable who holds the Citizens in Policing portfolio is the force's Designated Safeguarding Lead and responsible for delivery against this framework.
- 3.1.6 For the purposes of this policy, a 'child' is a person under the age of 18, in accordance with Article 1 of the UN Convention on the Rights of the Child.
- 3.1.7 Further guidance around child protection and safeguarding can be found in the Manual of Guidance for Cadet Leaders (August 2021) which must be read and signed by the leader to acknowledge their duties and the expectations of them to which they agree to comply.

## **3.2 Training**

- 3.2.1 Cadet Leaders are to undertake 'Adult Cadet Leader Training', and all Cadets Leaders to continue their development and learning through training provided by the CiP Learning and Development Team.
- 3.2.2 All leaders must have basic First Aid training.
- 3.2.3 The risk assessment awareness lesson plan should be completed by leaders.

## **3.3 Risk Assessments**

- 3.3.1 All activities must be suitably risk assessed taking into account the ability of the cadets and the ratio of leaders to cadets.
- 3.3.2 All Cadets must be properly briefed on the hazards of the activity and control measures put in place to reduce or eliminate risk.
- 3.3.3 If there is doubt around any risk assessment, Leaders are to seek advice from the force Health and Safety Advisor.
- 3.3.4 Risk Assessments are to be obtained from outside organisation/ partners if they are being used to run an activity or event.

## **3.4 Deployment on active police incidents/ operations**

- 3.4.1 Volunteer Police Cadets (VPCs) may be tasked to active police incidents / operations. The nature of the task needs to be appropriate to their role, skills, training and age. Undertaking of appropriate risk assessments and the decision to deploy VPCs would normally be the responsibility of TIMMs or local officers.
- 3.4.2 Typical incidents that it is envisaged VPCs might be tasked to assist local policing teams with are test purchasing\*, crime prevention activities, community impact information collection, leaflet dropping, cordons.

\*Test purchasing refers to volunteer police cadets, aged 13 – 18 years, who on occasion assist trading standards with regards to purchasing alcohol, knives and other age restricted items.

NB

Volunteer police cadets participation in test purchasing operations is subject to a risk assessment specifically related to their participation in such operations. Further guidance contained in TP11 Test Purchasing (Licensing).

## **3.5 Transport**

- 3.5.1 The safety of cadets is paramount. All members of police staff, police officers and LPSV Cadet volunteer Leaders must familiarise themselves with the manual of guidance which details expectations in the protection of the safety and wellbeing of

any cadet or person affiliated with the cadets unit when transported in force vehicles or with external transport providers.

- 3.5.2 No cadet or young person is to be transported in a cadet leaders own private motor vehicle.
- 3.5.3 No cadet or young person is to be transported alone by a VPC leader, whether an employed or voluntary cadet leader, in any vehicle; there must be at least one other person present, preferably an adult this is to safeguard both VPC leaders and cadets.

### **3.6 VPC Trips/Visits, Adventurous Activities, Overnight Stays and Out of Force Trips/Activities**

- 3.6.1 Trips and activities provide rich opportunities for learning and development and provide a practical understanding of the topics covered throughout their cadet career.
- 3.6.2 During the planning of activities and trips, the quality and effectiveness of the activity must be considered. Such opportunities can help develop key skills, raise self-esteem and achievement, develop social education and citizenship and promote education for sustainable development.
- 3.6.3 When planning any VPC trip or visit, an inclusive approach must be adopted to ensure that all cadets are able to participate. A cadet should never be excluded from any activity or trip due to financial reasons.
- 3.6.4 Cadet leaders are required to make reasonable adjustments to avoid disabled participants being placed at a disadvantage.
- 3.6.5 Where the parent/guardian/carer declines permission for the cadet to attend an activity or trip, an alternative option should be provided to those cadets not taking part in the original activity.
- 3.6.6 Health and safety measures, as detailed in the manual of guidance, are in place to ensure cadets are able to experience a wide range of activities in a safe manner and that the wellbeing of cadets is prioritised at all times. GRA 04.12a is provided in the Manual of Guidance for Cadet Leaders (August 2021) and available to cadets.
- 3.6.7 Health and Safety procedures should be proportionate to the identified risks of any activity.

All VPC trips and activities must have sufficient number of cadet leaders in ratio to the number of cadets in attendance. The below figures are guidelines only: in certain situations it will be necessary for to have a higher ratio of cadet leaders than the stated in the ratios chart (see Appendix B - Supervisor to Cadet Ratios) recommends.

If, for instance, a cadet has specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher. Please see the ratios chart in the Appendix B - Supervisor to Cadet Ratios.

- 3.6.9 Cadets must not be left under the sole supervision of a LPSV VPC Volunteer Leaders, unless the LPSV VPC Volunteer Leader has undertaken and successfully completed the relevant cadet leader training and have the appropriate permissions from senior management. Where the LPSV VPC Volunteer Leader has not completed the above training and does not have the necessary permissions, a police employee or special constable must be present at all times during the commencement of any trip.
- 3.6.10 In the event that there are insufficient ratios of adult supervisors to cadets, trips must be postponed or cancelled.
- 3.6.11 The Manual of Guidance for Cadet Leaders (August 2021) must be consulted when planning trips/visits etc as further detailed guidance is provided therein.
- 3.6.12 **Collecting and processing data from children**
- 3.6.13 Only children aged 13 or over are able to provide their own consent and for children under this age, the organisation requires consent from whoever holds parental responsibility for the child. Some exemptions apply, for example, the service being offered is a preventative or counselling service.
- When relying on consent, we will ensure that the child understands what they are consenting to, and that we do not exploit any imbalance of power in the relationship between us.***
- If relying upon consent as our lawful basis for processing, then we will ensure that the child can understand what they are consenting to, otherwise the consent is not 'informed' and therefore is invalid.***
- 3.6.14 Children have the same rights as adults over their personal data. These include the rights to access their personal data; request rectification; object to processing and have their personal data erased.
- 3.6.15 Privacy notices should be made clear and accessible for all audiences, ideally in 'easy read' format, so everyone understands what will happen to their personal data and what rights they have.
- 3.6.16 More about consent and the GDPR in relation to children can be found on the Information Commissioner's Office website. Any queries about the GDPR or the LED should be directed to the GDPR mailbox.
- 3.6.17 As with any other processing, fairness and compliance with the data protection principles will lie at the heart of all our processing of children's personal data. For example, all personal data for cadets will be held on the secure VPC portal.

### **3.7 Bullying**

- 3.7.1 Devon and Cornwall Police is firmly committed to providing a caring, friendly and safe environment for any child or young person that is a member of any of its youth programmes, groups or schemes.
- 3.7.2 It is essential that children and young people are able to learn and participate in activities in a relaxed and safe atmosphere where differences are celebrated and individuals are free from bullying, harassment and unlawful discrimination.
- 3.7.3 Devon and Cornwall Police are committed to developing a culture of respect, dignity and fairness.
- 3.7.4 Bullying of any kind is unacceptable and should it occur, children and young people are encouraged to seek help and should be assured that incidents will be dealt with promptly and effectively.
- 3.7.5 The Manual of Guidance for Cadet Leaders (August 2021) must be consulted for further guidance around peer on peer bullying and appropriate actions if bullying is identified, its detection and prevention, and the support staff should offer to deal with incidents.
- 3.7.6 If bullying occurs between a VPC and a cadet leader or between cadet leaders themselves, standard grievance procedures should be followed. For police staff, officers and Specials the grievance procedure can be found [here](#). For LPSV's the grievance procedure can be found [here](#).

## **4. Finance**

- 4.1 Each unit will establish through finance a budget code. Any funding will be placed in that account. A budget code does not give you money just an account number to put money in and out against.
- 4.2 It is against force policy (D130) to set up bank accounts for police projects. Where subs are collected it is recommended that about £50 in cash is kept and anything over that amount is put into the budget account.
- 4.3 The scheme is inclusive to all, and it is for that reason that there will be no charge for the scheme. However each cadet can be asked for donations towards the cost by way of weekly subs.

## **5.0 Assessment Compliance**

- 5.1 This policy has been drafted and audited to comply with the principles of the Human Rights Act. Equality and diversity issues have also been considered to ensure compliance with Equality legislation and policies. In addition Data Protection, Freedom of Information, Management of Police Information and Health and Safety

issues have been considered. Adherence to this policy will therefore ensure compliance with all relevant legislation and internal policies.

## **6.0 Review and Ownership**

- 6.1 The review of the contents of this policy is the responsibility of the Commander, Prevention Department. Review of the policy will be undertaken annually.

## **7. Useful Links**

D153 - Police Support Volunteers (PSV)

Manual of Guidance for Cadet Leaders (August 2021)

D130 - Force Unofficial Funds Policy

Cadet Information - A guide for cadets, parents and guardians

## **Appendix A - National VPC Safeguarding Policy**

### **1. Roles and Responsibilities**

#### **1.1 National Safeguarding Manager**

- 1.1.1 The VPC National Safeguarding Manager will interpret legislation and makes sure we are legally compliant and demonstrating good safeguarding practice. The National Safeguarding Manager has a remit to provide support to all VPC leaders; engage in a supportive/guidance role in the event of a suspicion or allegation of abuse occurring at Force/Unit level. The National Safeguarding Manager will assist Force Coordinators with implementing safeguarding changes, will engage with force coordinators in relation to lessons learned and will assist with force self-assessments and action plans in relation to the UK Youth Safe Space Charter.
- 1.1.2 The National Safeguarding Manager has certain legal and regulatory obligations that all members of VPC must assist in meeting, as required. For example we are required to provide information on a regular basis to the IOPC, in response to Freedom of Information requests and also to the DBS and in some instances the Charity Commission.

#### **1.2 Local Management Committee**

- 1.2.1 Are responsible for ensuring that their VPC units are being managed correctly, complying with policy and aspiring to achieve the UK Youth Safe Space requirements. They are accountable to their force strategic lead.

#### **1.3 Force Strategic Lead**

- 1.3.1 This role is held by the Assistant Chief Constable (Local Policing) with delegation to the Head of Citizens in Policing (CiP). This role is the main communication link between the Regional CiP/VPC Lead and the Force Cadet Co-ordinator. They meet on a Tri-year basis to review good practice, lessons learnt and support National (Safeguarding) Hub Team in defining needs in training and development. They report into the Transforming Volunteering Board as part of the force governance.
- 1.3.2 In cases where there is an allegation or suspicion of abuse from a member of VPC the Strategic Lead MUST immediately be informed and it will be their responsibility to liaise with the ongoing Police investigation and the local owning Senior Management Team. This liaising role must continue and involve the management of the safeguarding concern with parents/carers; any communication on behalf of the VPC National Hub Team; and/or more specifically the National Safeguarding Manager.
- 1.3.3 They have overall responsibility for ensuring any request for guidance and support is met by either Strategic Lead or National VPC Hub Team. They are responsible

for undertaking quarterly reports for all Units and Forces. They have responsibility for supporting Strategic Leads and Regional VPC Lead in maintaining compliance to the 'Licence to Practice'. /striving to achieve UK Youth Safe Spaces Standards

#### **1.4 Force Co-Ordinator**

**1.4.1** The CiP Support Manager with the Cadet portfolio will be the main conduit for communication from Unit level and the Cadet Development Officer to Force Strategic Leads. They have overall responsibility for ensuring any request for guidance and support is met by either Strategic Lead or National VPC Hub Team. They are responsible for undertaking quarterly reports for all Units and Forces. They have responsibility for supporting Strategic Leads and Regional VPC Lead in maintaining compliance to the 'Licence to Practice,' striving to achieve UK Youth Safe Spaces Standards

#### **1.5 Cadet Development Officer**

**1.5.1** This role is to be the main conduit for communication from Unit level to the Force Coordinator. This role MUST be satisfied that all those whom become Leaders (staff and volunteers) in the VPC are correctly appointed and are: (a) appropriate persons to carry out the responsibilities of the appointment, and (b) if required, maintain a current valid disclosure check and the appropriate level for their role (DBS, Police Vetting) They must ensure that all applicants demonstrate an understanding of and a commitment to the principles and procedures supporting the VPC's Safeguarding Policy, and such on-going continual safeguarding procedures, which have been approved by the National Safeguarding Manager or VPC Hub Team, such as additional training or CPD.

#### **1.6 Youth Engagement Officer**

**1.6.1** The role will oversee the running of VPC Mini-Police and Cadet Units in their Local Policing Area, supporting volunteer Cadet Leaders, and will be based in the Partnership Team. They will ensure, in conjunction with the Local Management Committee, that Safeguarding standards and Risk Assessment guidelines are complied with, including arranging the training of Cadet leaders

#### **1.7 Named Person**

**1.7.1** This role exists for every leader aged 18 years and above. Every Leader will receive the appropriate training to be a '*Named Person*'. This person is identified in each Unit on a rota basis for standard meetings. If the Unit attend an event or run an activity external to the usual meeting place, this person will be named on the appropriate documentation. This role can be held by both Staff and volunteers and there must be a clear adherence to the process.

**1.7.2** This role is to ensure all allegations, disclosures and concerns are raised, actioned and recorded appropriately at Unit level. They also ensure that the Leader involved directly with the young person is free to support them. Whilst this is happening, the named person is free to co-ordinate an appropriate response and ensures that all

other young people not impacted upon. They are the key communication channel in the early days between the Leader directly involved with supporting the young person, and the Duty Inspector (Not sure about this bit? Maybe the Partnership Inspector?).

## **1.8 All Leaders (Inclusive of Leaders 16 plus)**

- 1.8.1 Safeguarding is the responsibility of all, and it is important that all understand their role and responsibility not only when they receive an allegation, disclosure or have a concern but in the whole way in which a 'Safe Space' is maintained. All Leaders (staff and volunteers) MUST attend training appropriate to their role and Unit requirements, to enable them to do this and follow the Codes of Conduct.

## Appendix B – Supervisor to Cadet Ratios

<b>Ratios</b>	
Any cadet or young person between the age of 13-17 <b>MUST</b> be supervised on a ratio of:	
VPC activity that is conducted in a classroom based setting e.g. at the Cadet Base Unit.	1:10 – 1 adult to every 10 cadets or young people.
Civic Parade	1:10 – 1 adult to every 10 cadets or young people.
Activities such as leaflet/Community Letter drops	1:4 – 1 adult to every 4 cadets or young people.
For any outside activity or on occasions whereby cadet activities are deemed to require additional supervision due to the nature of the activity taking place	1:6 – 1 adult to every 6 cadets or young people.
<p><b>If the group of cadets or young people is mixed gender, the supervising staff must also include both male and female supervisors.</b></p> <p><b>Cadets must not be left under the sole supervision of LPSV VPC Leaders, unless the LPSV VPC Leaders has undertaken and successfully completed the relevant cadet leader training and have the appropriate permissions from senior management.</b></p> <p>Where the LPSV VPC Leader has not completed the above training and does not have the necessary permissions, <b>a police employee or special constable must be present at all times during the commencement of any trip.</b></p>	