



Volunteer Police Cadet Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Procedure Statement

The purpose of these procedures is to provide guidance and a framework under which a Volunteer Police Cadet (VPC) scheme will be operated within North Yorkshire Police (NYP). Their aim is to provide consistency across NYP in development of the VPC scheme, recruitment, and training of Cadets and VPC Leaders, their use towards policing objectives, discipline, and recognition of the service they provide. In the interests of fairness and transparency any issues should be dealt with in accordance with this procedure.

This procedure also provides a commitment from NYP towards Volunteer Police Cadets. They are a valued part of the policing family, and a key element of NYPs youth engagement within its Citizen in Policing and Youth Strategies.

NYP Volunteer Police Cadets are based upon the National VPC model, and much of the content of NYP's VPC procedures reflects the suggestions within the National Volunteer Police Cadets Manual of Guidance. NYP Volunteer Police Cadets supports the principles and aims of the National VPC scheme:

The principles of the National VPC scheme are:

- To engage with young people between 13 and 18 years old
- To have 25% of their membership from a 'Vulnerable' background
- To support their Cadets to volunteer 3 hours a month assisting in community and crime prevention events
- To have a body of Cadets that represents the diversity of their policing area

The aims of the National VPC scheme are:

- Making a difference in local communities, building character, confidence, and contribution through youth-led social action.
- Actively helping divert young people away from negative influences and crime.
- Building trust and confidence between young people, their communities, and the police.
- Enabling young people to have a real voice and influence in building a positive, relevant 21st century policing.

The NYP VPC is designed to provide a safe environment in which young people can learn as individuals, develop positive relationships with the police, and actively support their community. It aims to prepare young people for their future by providing varied activities and opportunities to develop qualifications, enhance inter-personal skills and confidence, and achieve a sense of pride through supporting community policing. It is intended to demonstrate commitment to developing opportunities for the community to volunteer within the Police Service.

The NYP VPC is not intended as a direct recruitment ground for the Police Service which cannot guarantee any Cadet further employment or involvement in the organisation. However, it is intended that NYP would offer support and guidance to Cadets with an interest in an adult role with the Police Service and would actively encourage Cadets to return to the VPC as volunteers after they leave, where appropriate.

Overarching Policies:

Police Support Volunteer Policy
Health and Safety Policy
Social Media Policy

Procedures:

Internet and Email Procedure
Use of Vehicles Procedure
Media Definition Guidance

Other Documents:

Guidance for PSV engagement
Guidance for PSV recruitment
Dealing with a Volunteer Complaint
Volunteer Police Cadets – Role Profiles and Responsibilities
Volunteer Police Cadets – Guide to managing Cadet behaviour and maintaining discipline
Volunteer Police Cadets - Cadet Code of Conduct and Expectations
Volunteer Police Cadets – Cadet Leader code of conduct
Volunteer Police Cadets - VPC Leader Handbook
Legal Guidance on VPC Vetting
National VPC Strategy 2020-2024

Process

1. LEGAL BASIS

- 1.1. NYP does not provide a written contract with Cadets and VPC Leaders. Their role within VPC is considered a volunteering role with NYP. All terms that imply or are obviously used to refer to employment should not be used to describe VPC activity i.e., 'employer', 'employee', 'employment', 'contract', 'staff', 'workers' etc. '

2. ELIGIBILITY TO BECOME A VOLUNTEER POLICE CADET

- 2.1 Ages - Young persons can join VPCs on or after their 14th birthday. On their 18th birthday or if still in full time education if they wish at the end of the academic year in which they become

18) Cadets will cease to be Cadets, they are however to be encouraged to become Volunteer Unit Leaders so ensuring the long-term life of the project. Young people will not normally join the VPCs after their 17th birthday as this would give them only 12 months membership. Applicants must reside in or attend an educational establishment within the NYP area.

- 2.2 Specific Needs - Young people with specific needs or medical conditions will of course be considered for VPCs and practicable reasonable adjustments will be made to support and enable the person to take part. Involvement in any VPC activity or training will be subject of relevant risk assessment with advice also being sought from the Cadets own GP and Support Workers.
- 2.3 Convictions – VPCs will also be open to those young persons who have ‘started down the wrong road in life’ but wish to make a change for the better. Young people who have convictions for minor offences may therefore wish to join the programme. These people will be judged on a case-by-case basis, and their involvement risk assessed and balanced against the benefit for the young person. This supports one of the founding principles of the National VPC in providing the opportunity to divert young people from crime and anti-social behaviour. In this way young people who have previously come to the attention of the criminal justice system may be managed and assisted as opposed to being excluded.

3. RECRUITMENT AND SELECTION

- 3.1 NYP will hold formal recruitment campaigns on an ‘as needed’ basis with Cadets being started on an intake basis rather than an ad hoc individual basis. These will focus on a September intake to coincide with school years. This may involve applicants going into a recruitment pool.
- 3.2 Applicants will submit a written application form (including a medical declaration and parent/guardian/carers consent form). The process of selection will follow recruitment procedures as agreed at that time with HR, however weighting factors may be applied to maintain the units 25% ‘vulnerability’ target.
- 3.3 Successful Cadets will be required to sign an Official Secrets Act declaration.
- 3.4 NYP will receive and consider formal youth referrals from police departments / partner agencies. Opportunity to apply to be a Cadet should never be forced on a young person who comes to notice of those agencies. VPC remains a voluntary membership organisation.

4. VETTING OF VOLUNTEER POLICE CADETS

4.1 Paragraph 7.40.1 of The APP vetting code of practice states that the VPC operates outside of the code. Cadets do not have unsupervised access to Police premises, assets or IT systems and are always supervised by Leaders. In addition, the target of 25% of cadets being from a vulnerable background can be severely impacted by the vetting of cadets. On this basis, vetting is not justified and not required.

5. UNIT STRUCTURES

- 5.1 NYP will have in place a Force VPC Coordinator whose role is to develop, oversee and support the various VPC units.

- 5.2 Each VPC Unit shall have the following Leadership/Supervision structure:
- VPC Unit Leader – Responsible for the day to day running of that Cadet Unit.
 - VPC Assistant Unit Leaders – Responsible for delegated roles and functions in the Cadet Unit such as Operations, Training and Admin Support.
- 5.3 Cadets will be divided into 'Foundation' Cadets and 'Senior' Cadets. This division is based on experience not age. New recruits will undergo 2 years training as a 'Foundation' Cadet before progressing to become a 'Senior' Cadet.
- 5.4 Operationally each VPC Unit will be structured into Cadet teams. Cadet teams will comprise of a mixture of 'Foundation' Cadets and 'Senior' Cadets. A Cadet team will comprise of 8 to 10 Cadets, plus one Deputy Team Leader Cadet and one Team Leader Cadet. Team Leader Cadets and Deputy Team Leader Cadets will normally be selected 'Senior' Cadets, however accelerated 'promotion' may be considered in very exceptional occasional situations.
- 5.5 Every unit will aim to have a minimum of 25% of their total Cadet numbers who are considered as 'Vulnerable'. In line with National VPC guidance a young person is considered 'vulnerable' if they are:

Vulnerable to Crime

- Vulnerable to committing crime
 - Due to domestic influences
 - Due to social influences
 - Due to peer pressure
- Vulnerable to re-offending
- Vulnerable to being a victim of crime
- Vulnerable to the effects of fear of crime

Vulnerable to Exclusion

- Vulnerable to social exclusion
 - Through disability
 - Through language barriers (including dyslexia etc.)
 - Through cultural barriers
 - Through isolation or commitment (young carers etc.)
- Vulnerable to financial exclusion
- Vulnerable to educational exclusion

Vulnerable to Abuse

- Emotional
- Physical
- Sexual
- Psychological

Or who for any reason may not achieve all of the following:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

- Achieve economic well-being

To achieve a ratio of 25% it is acceptable to make a 'vulnerable' youth a priority for enrolment.

6. UNIFORM

- 6.1 Cadets and VPC Leaders will be provided with NYP VPC uniform in accordance with NYP issue. This will be worn for training meetings and planned activity (except where the activity requires alternative dress). VPC uniform is not to be worn outside of VPC duties, or when travelling off duty to and from such duties. Cadets and VPC Leaders are expected to supply their own shoes.
- 6.2 Cadets will not be provided with body armour. If deployment is so hazardous that body armour is required, then it is too hazardous for the deployment of Cadets.
- 6.3 Cadets and VPC Leaders will maintain a high standard of personal appearance and will comply with NYP's Dress Appearance Policy and NYP's Dress and Appearance Standards.
- 6.4 Uniform is the property of NYP and must be returned when a person leaves the scheme.
- 6.5 VPC Leaders will be issued with an NYP Volunteers Identity Card. As Cadets will always be under the close supervision of VPC Leaders when on VPC duties, they will not be issued with identity cards.

7. CADET TRAINING

- 7.1 All new Cadets will attend an initial induction programme.
- 7.2 On completion of induction training Cadets will be provided with their Cadet uniform and attend an Attestation Parade where they will take the Cadet Oath.
- 7.3 'Foundation' Cadets will attend a weekly 2 hour 'Foundation' Cadet training meeting following an agreed NYP syllabus. Meeting times and frequency of meetings during holiday periods will be a matter of local decision dependent on local circumstances such as availability of premises etc.
- 7.4 'Senior' Cadets will attend a monthly 'Senior' Cadet training meeting following an agreed NYP syllabus. They will be mentored and expected to attend weekly 'Foundation' Cadet training meetings to assist in their delivery.
- 7.5 Cadets will attend all training meetings unless they have given a valid reason at the earliest opportunity to the Unit Leader. Persistent failure to attend meetings without valid reason may lead to review of a Cadets membership through disciplinary procedures.
- 7.6 Weekly Cadet meetings will not be held on Police premises. They will be held on the educational partners' premises. Venues must have suitable Public Liability Insurance acceptable by NYP and provide an adequate risk assessment. A licence will be signed between NYP Legal Services and the premises provider.

- 7.7 Training nights will be structured including periods of Drill, Class Instruction and None Contact Physical Activity. At least one VPC Leader present during physical activity must hold the Community Sports Leadership Award Level 2, or an award which is considered to be equivalent to or to exceed this.
- 7.8 All activities must be fully risk assessed and NYP's legal liability will be covered by its liability insurance policy. Where any activities have been outsourced to external providers their staff qualifications to lead those activities must have been produced to NYP for inspection/verification prior to the activity taking place. External training providers must also provide an adequate risk assessment and confirm that they have public liability insurance to cover their legal liability should an incident occur.
- 7.9 Duke of Edinburgh Award will be included at Bronze level at Year 1 and Silver at Year 3 of Cadets. This may be run by NYP or the educational partner according to local availability. If run by NYP the expedition part of the award will be outsourced to an external provider. Prior to any expedition taking place NYP will inspect expedition leader qualifications, risk assessments and insurance from either the external provider or the educational partner.
- 7.10 Once a Level 2 or 3 national ASDAN or BTEC Police Cadets Certificate or Award is developed NYP will additionally look at aligning their VPC syllabus with this qualification thereby adding the benefit of an educational achievement to their scheme.

8. ACCESS TO POLICE PREMISES AND IT SYSTEMS

- 8.1 Cadets will not have access to NYP IT systems.
- 8.2 Cadets are not permitted to have unsupervised access to police premises. Cadets will not be allowed access to areas that deal with, hold or display information protectively marked as PROTECT or above.
- 8.3 Cadets must not be shown images or films of suspected offenders with a view to having them make identifications of the suspects. They may look of their own volition at images in the public domain on publicly accessible websites.

9. VOLUNTEER POLICE CADET LEADERS

- 9.1 All VPC Leaders must be aged 18 years or older.
- 9.2 Police Officers, Police Staff, Special Constabulary and NYP Volunteers are encouraged to join the Volunteer Police Cadets as leaders. The application process for becoming a leader will be in line with NYP recruitment procedures as agreed at that time with HR, but may be weighted towards those that could fill a skills vacuum within units. For Police Officers, Police Staff and NYP Volunteers, VPC Leader duties should normally be conducted on a voluntary basis without recompense for time. Special Constables acting as VPC Leaders will be allowed to count this towards their required duty time.
- 9.3 VPC Leaders must never be in a personal relationship with a Cadet. Cadets who have attained the age of 18 will be encouraged to become VPC Leaders as an NYP Volunteer. A Cadet who is

in a personal relationship with another Cadet when they turn 18 cannot become a VPC Leader until either:

- The relationship ends or
- Their partner ceases to be a Cadet (either by leaving the VPC or they also turn 18)

9.4 All VPC Leaders and the VPC Coordinator and Deputy VPC Coordinator will be subject to NYP Level 2 vetting. This will be done at point of application to become a VPC Leader/Coordinator and will be repeated every 3 years thereafter. Also, following VPC guidelines, they will be subject to enhanced DBS checks arranged by the VPC Coordinator.

9.5 In addition to standard NYP Volunteer Induction Training, VPC Leaders will receive Induction Training covering:

- Aims and Principles of VPC
- Role and expectations
- Unit Structures
- Youth Leadership Skills
- Restorative Approaches
- Child Protection / Safeguarding
- Disclosure of criminal intelligence by Cadets
- Pro-social modelling
- Risk assessment
- Conflict Management
- Safeguarding (Mandatory Training)

9.6 Concerns about performance of VPC Leaders will be dealt with in line with the Police Support Volunteer Procedures. Poor performance by those who are Police Officers and Police Staff acting within an 'on duty' capacity will be dealt with by Police and Police Staff performance procedures.

9.7 Required supervision ratios of VPC Leaders to Cadet must be detailed in Risk Assessments for the activity and must be adhered to. This will take recognisance of the following National VPC guidelines:

- Minimum ratio at any meeting night 1:8
- Minimum ratio for other activities 1:8
- Minimum ratio at any external event/operation 1:8 (increasing dependent on Risk Assessment of activity)
- One additional Leader above the minimum ratios to provide resilience
- Leaders present to reflect the gender mix of Cadets

10. DISCIPLINE

10.1 VPC is a uniformed disciplined youth organisation. Cadets, VPC Leaders will be subject of 'The VPC Discipline Code and Procedures' and the 'Statement of Expectations for Cadets' and 'Statement of Expectations for VPC Leaders'. These should in no way be used to replace formal force/service discipline regulations or criminal proceedings if the circumstances require.

11. OPERATIONS, EVENTS AND ACTIVITIES

- 11.1 Following induction training Cadets are expected to average 3 hours of volunteering outside of Cadet meetings per month.
- 11.2 Under no circumstances will a Cadet ever undertake any role that would normally be required to be performed by a Police Officer, Special Constable, PCSO or contracted employee. The use of Cadets in any policing activity is intended to staff activities/roles which in no way need the skills or powers associated with Police Constables or PCSOs, but would out of necessity be staffed by a Police Officer, Special Constable or PCSO were it not for use of the Cadets. In this way VPC can support operational Policing, reduce costs and free up Police Officers and staff for roles more suited to their skills.
- 11.3 Cadets may only be deployed to activities/roles which are, based on all available information, expected to be non-confrontational. Should the situation become, or be likely to become confrontational or hazardous Cadet involvement will cease with Cadets being withdrawn to a safe place.
- 11.4 Use of cadets in Policing activity will fall under the 3 main themes of:
- Community Engagement
 - Supporting a Local Policing Priority
 - Promoting the Image of Young People in the Community

Potential examples of these are as follows:

Community Engagement

Activity	Tool
Delivering Key Messages	Conducting Surveys and Delivering information: 1 – Door to Door. 2 – Community parks and recreational areas. 3 – Shopping centres. 4 – Residential areas. 5 – Educational premises. 6 – Neighbourhood Watch.
Engagement Activities	1 – Litter picks. 2 – Working with other youth organisations. 3 – Fund raising for local charities. 4 – Assisting other voluntary groups. 5 – School Community Open Days. 6 – Supporting Community Events

Supporting a Local Policing Priority

Activity	Tool
Crime Prevention.	Crime Prevention Information: 1 – Door to Door. 2 – Community parks and recreational areas. 3 – Shopping centres. 4 – Residential areas. 5 – On line meetings.

	6 – School assemblies and Open days. Crime Prevention Measures: 7 – Property marking. 8 – Cycle marking.
Promoting Reassurance and Confidence.	1 – Remembrance Sunday Parades. 2 – Working with other youth organisations. 3 – Assisting with surveys 4 – Assisting other voluntary groups. 5 – Community Speedwatch, 6 – Local Authority Test Purchasing. 7 – Support at events and festivals

Promoting the Image of Young People in the Community

Activity	Tool
Community Engagement.	1 – Duke of Edinburgh Expeditions 2 – VPC Training in community premises. 3 – VPC Recruiting Events 4 – Online Meetings. 5 - Remembrance Sunday Parades 6 – Attending Local Councillor Meetings
Supporting Others.	1 – Working with other youth organisations. 2 – Assisting other voluntary groups. 3 – Responding to requests for assistance from community groups. 4- Providing role play resources to NYP Training. 5 – Providing role play resources to Major Incident Planning.

- 11.5 Requests to use the VPC in policing activities or attend events outside of weekly meetings should be directed through the NYP VPC Coordinator who will authorise their use.
- 11.6 Consideration of use of Cadets in policing activity or attendance at events outside of weekly meetings will be subject to thorough event planning, threat assessment, risk assessment and checks that their activity is adequately covered by insurance. Cadets and VPC Leaders must be thoroughly briefed before any deployment.
- 11.7 VPC Leaders assigned to an event or operation will never be placed in charge of other officers or Special Constables other than VPC Leaders and Cadets. Their role is the supervision and direction of Cadets, thereby ensuring their welfare and safety. They cannot be distracted from this role with other duties or responsibilities. The safety of the Cadet is paramount.
- 11.8 VPC Leaders who are Police Officers, Special Constables or PCSOs should wear their VPC uniform, not their police/PCSO uniform, when acting as VPC Leaders supervising Cadets in policing activity – their duty is care of the Cadets and cannot risk diversion from this. Such Leaders will not be responsible for any other duties other than supervising Cadets. They must at all times be in a position to supervise and intervene.

- 11.9 A parent/guardian/carers consent form will be signed prior to any Cadet taking part in any policing activity or any attendance at events outside of weekly meetings.
- 11.10 Where a policing activity or an event is to take place outside of the Cadet's unit area, or is of a nature that falls outside the normal policing activity or events, an additional consent/medical form relative to each event and its nature will be obtained prior to a Cadet attending that event. This parent/guardian/carer consent will be informed consent, having been sent full details of the activity and risk assessments. Where this raises concern over a Cadets suitability for a particular activity, confirmation of their suitability will be sought in consultation with their parents/guardian/carer from their GP, and their inclusion in the activity risk assessed. If necessary written advice giving direction will be required from the GP. Where possible reasonable adjustment will be made to allow the individual to participate but this cannot be allowed to compromise safety of self or others.
- 11.11 No Cadet should be excluded from any activity solely because they are not financially able to take part.
- 11.12 Transport arrangements must be documented within the risk assessment for the event or activity. Cadets may be asked to arrange their own transport to a location to 'parade' for an event. Once informed it is the parent/guardian/carers decision as to how the Cadet travels to that location. In these circumstances no risk assessment is required for the travelling as the Cadet is not in the care of NYP until they have paraded at that location.

12. EXIT

- 12.1 All leaving Cadets and VPC Leaders should be given the opportunity of an exit interview. The NYP VPC Coordinator will review and address any issues raised.

13. HEALTH AND WELFARE

- 13.1 Cadets and VPC Leaders will be required to resubmit their general medical declaration form annually.
- 13.2 Injuries or near misses involving Cadets and VPC Leaders will be reported and recorded via standing NYP procedures. The NYP VPC Coordinator will take the role of initial investigating line manager.
- 13.3 No matter how small there is always a slight risk, due to the nature of volunteering with police, or just through chance, that Cadets and VPC Leaders could be exposed to matters which have the potential to impact upon their physical, psychological or emotional wellbeing. In such circumstances the services of NYP Occupational Health and Welfare Department and NYP Chaplaincy will if appropriate be made available to VPC Leaders as NYP Volunteers. In the case of a Cadet health and welfare referrals would be made in conjunction with the parents/guardians/carers through the Cadets own GP to specialist children's services. Involvement of a Cadet with NYP Chaplaincy would only be made with expressed permission of the parents/guardians/carers.

14. FINANCE

- 14.1 VPC units may collect Cadet 'subs' on training evenings. No Cadet will be excluded though because they are financially unable to pay such subs. Where subs are collected they will be accounted for through NYP financial budget procedures. Income from subs will not normally be used to pay routine running costs of the VPC scheme. They will normally be used as a means of subsidising unit social events and transport to special Cadets events (e.g. inter-force Cadet competitions etc.) and to assist where financial hardship would be a bar to an individual's involvement in the activities of the VPC.
- 14.2 The financial transactions of the Volunteer Police Cadets Project will remain compliant with the financial procedures of NYP as recorded in the Devolved Resource Management (DRM) manual. The financial transactions of the project will be carried out in compliance with the financial instructions provided to the project by the Financial Services Directorate. The funds of the project will remain separate from any personal funds or personal banking arrangements. All income will be accounted for by banking it into the North Yorkshire Police account. All expenditure will be recorded in the North Yorkshire Police account. Income and expenditure will not be netted off before banking is carried out.

15. MISC

- 15.1 A personal record will be held with People Services for each Cadet and VPC Leader.
- 15.2 The National VPC remain 'Brand Guardians' of the National VPC Logo. This logo should only be reproduced for VPC purposes and under the guidance of the NYP VPC Coordinator. Use of non-police organisation/business logos in conjunction with the VPC logo needs to be agreed beforehand with the National VPC.

Responsibilities

Executive Officer

The Deputy Chief Constable is the Executive Officer with responsibility for the VPC procedures and programme.

VPC Coordinator (Partnership Hub Sgt)

Management and overview of the NYP VPC programme.

VPC Unit Leader

Practical delivery of the VPC through managing provision of a local VPC Unit.

Assistant VPC Unit Leaders

To assist in practical delivery of the VPC scheme within local VPC units.

A detailed account of the responsibilities of the various VPC roles is given within the document – "Volunteer Police Cadets – Role Profiles and Responsibilities"

Definition of Special Terms – N/A