

Volunteer Police Cadets

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Policy Statement

Summary

The Volunteer Police Cadet (VPC) scheme is a nationally recognised uniformed youth group.

In West Yorkshire, the VPC scheme is for young people aged between 13 and 17 years of age, and any young person within this age group can apply to join the scheme.

The scheme is not intended as a recruitment path for entry into the regular Police Force or the Special Constabulary. Young people from all backgrounds are encouraged to apply for the VPC, including those who may be vulnerable to the influences of crime and social exclusion.

The scheme is primarily a youth inclusion and engagement initiative, encouraging young people to develop new skills and improve their self-esteem and self-confidence in the service of the communities of West Yorkshire.

One of the underpinning principles of the National Volunteer Police Cadet (NVPC) programme is for 25% of cadets to be from a vulnerable background. West Yorkshire Police believe in this principle and go further by recruiting 60% of its cadets from a vulnerable background. The NVPC define 'vulnerable' background as follows:

1. 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
2. Vulnerable to exclusion
 - Vulnerable to social exclusion
 - Through disability
 - Through language barriers (incl. dyslexia etc.)
 - Through cultural barriers
 - Through isolation or commitment (young carers etc.)
 - Vulnerable to financial exclusion
 - Vulnerable to educational exclusion
3. Vulnerable to abuse
 - Emotional
 - Physical

- Sexual
 - Psychological
4. OR 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

The four national aims of the 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.

See National Volunteer Police Cadet Strategy 2020-2024.

The cadets follow a two-year programme. The programme runs in line with the academic year, and the scheme is intrinsically linked to the Duke of Edinburgh's Award (DofE) programme. Cadets who participate in the scheme as required will achieve a DofE Bronze award in year 1 and a DofE Silver award in year 2.

Scope

This policy applies to all police officers, police staff, police support volunteers, special constables and volunteer police cadets.

Principles

Eligibility

Cadet Age

- Cadets must be between 13 and 17 years of age when the scheme commences at the start of the academic year.
 - Cadets must leave the scheme at the end of the academic year in which they become 18 years of age.
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Cadet Residence

- Cadets must live within the county of West Yorkshire.
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Cadet DofE	<ul style="list-style-type: none"> • Cadets must be in year 9 at school or college at the start of the academic year in September, in order to allow for enrolment onto the Duke of Edinburgh's (DofE) Award programme. • Cadets must not have completed the Bronze Duke of Edinburgh's Award programme with another organisation prior to joining the VPC scheme.
Consent	<ul style="list-style-type: none"> • Cadets must obtain consent from a parent/guardian over the age of 18 before joining the VPC scheme. This will be recorded on the application form and the annual health and permission form.
Senior Cadet	<ul style="list-style-type: none"> • Former cadets who have completed the two-year VPC programme, but who are ineligible to become cadet leaders due to age (16 or 17 years) can carry out the role of 'senior cadet'. • Senior cadets do not hold any supervisory responsibilities within the cadet unit. • Senior cadets must obtain consent from a parent/guardian over the age of 18 to participate in the VPC scheme. This will be recorded on the annual health and permission form.
Vetting	<ul style="list-style-type: none"> • Local checks on West Yorkshire Police systems will be carried out on the applicant and their home address. If the local checks highlight any cause for concern, this will result in either the need for an individual risk assessment plan to be implemented prior to recruitment, or rejection of the application.
Code of Conduct	<ul style="list-style-type: none"> • Cadets are expected to abide by the nine policing principles of the Code of Ethics and the VPC Code of Conduct and Expectations. • Cadets will be subject to the VPC Discipline Procedures in the event of any incidents of misconduct.

VPC Scheme Rules

Programme	<ul style="list-style-type: none"> • The VPC scheme is a two-year programme. Each year of the scheme runs in line with the academic year from September to July. • Cadet units will meet once a week at the identified venue during school term time and after-school hours. In these sessions, led by the cadet leaders or external speakers, the cadets will learn about different aspects of policing, basic law and drill and prepare for the DofE expeditions. • Cadets will complete an initial 10-week induction period. Upon completion of the induction, the cadets will attend an attestation ceremony where
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they will recite the cadet oath and receive a certificate from the ACC who has overall responsibility for the Citizens in Policing Portfolio.

- Cadets will undertake at least three hours of community volunteering every month. Volunteering is also one of the four key elements of the cadets' Duke of Edinburgh's Award programme. Cadets must be encouraged to choose their own volunteering projects as they progress through the scheme.

Cadet Unit Membership & Supervision Ratios

- Each cadet unit must contain a maximum of 25 cadets.
- Each cadet unit will be overseen by a Unit Lead, who will be supported by the cadet leaders.
- The supervision ratio is one leader to every five cadets.

Cadet Unit Venues

- Cadet units must be based in a local school or an appropriate community venue.
- Units can be based in police premises subject to force risk assessments and approval from District SLT.

Cadet Uniform/ Equipment

- Cadet uniform will be issued as per the agreed scale of issue (VPC Uniform).
- Initial issue of uniform will be met from the general uniform clothing budget, but any reissue due to damage, wear and tear or replacement due to sizing will be paid for from district budgets.
- Cadets should provide their own black boots. Cadets who are unable to afford their own boots can ask for additional support from West Yorkshire Police. This will be considered on a case by case basis, and boots will only be supplied by WYP if a satisfactory rationale is provided. The rationale for the supply of boots must be recorded on the cadet's file.
- Cadets must not be allowed to take home their high-visibility jacket, police cadet sliders, badged cap or pocket notebook. These items should be stored securely at the cadet venue when not in use. Cadets can wear their trousers and police wicking shirt/micro fleece when travelling to and from an approved cadet session or activity, but they must wear an outer garment to cover their police wicking shirt/micro fleece.

Cadet Leader (PSVs or Police Staff) and Senior Cadet Uniform

- Initial issue of uniform will be met from the general uniform clothing budget, but any reissue due to damage, wear and tear or replacement due to sizing will be paid for from district budgets.
- Cadet leaders and senior cadets are allowed to take their uniform home (including their sliders, badged cap and high-visibility jacket). They are not permitted to wear any item of uniform in a public place, unless they are attending an approved cadet unit event or activity. When travelling to such events, they must wear an outer garment to cover their police

wicking shirt, police fleece or high-visibility jacket and remove their badged cap and sliders.

ID Cards

- Cadets will not be issued with a Force ID card and will not have unsupervised access to West Yorkshire Police premises.
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Fundraising

- Cadets must get the opportunity to work with other agencies and can fundraise in collaboration with and on behalf of recognised charities. This will count towards the volunteering element of their DofE programme. However, cadets must not fundraise for the WYP cadet scheme itself and any monetary grants, donations or sponsorship offered or sought must be brought to the attention of the Citizens in Policing Hub Sergeant at Learning and Development.
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Subscriptions

- Subscriptions are to be used for social activities and any associated food or treats that have been chosen by the cadets themselves. Subscriptions must never be used to fund uniform, equipment or any such expenditure that would ordinarily be funded by the West Yorkshire Police Cadet Budget.
 - Subscriptions must be collected and totalled by no less than two cadet leaders, who must undertake this task in pairs. Under no circumstances must a cadet leader take receipt of subs on their own. The cadet leaders will log the weekly amount in a subscriptions book, which must be kept up to date at all times.
 - The subscriptions and the subscriptions book must be stored in a locked cash box, and the key to this box should be kept separate. Both the locked cash box and the key must be collected from and returned to a secure location by two cadet leaders.
 - Each month or when the accumulated amount reaches £200 or above, the subscriptions must be banked with District Business Support via the member of staff carrying out the Citizens-in-Policing Liaison Officer (CiPLO) role. A receipt must be issued and retained on file by the member of staff carrying out the Citizens-in-Policing Liaison Officer (CiPLO) role.
 - Requests for the use of subscription money must be approved by the member of staff carrying out the Citizens-in-Policing Liaison Officer (CiPLO) role. The money for these requests must never be taken from the cash box. Cadet leaders must request a cash advance from Business Support via the member of staff carrying out the Citizens-in-Policing Liaison Officer (CiPLO) role, detailing the amount and how the money is to be used.
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End of Programme

- On completion of the two-year programme, cadets aged 18 and above can apply to become a cadet leader, and those aged 16 or 17 can apply to become a senior cadet subject to district requirements.
 - An exit interview must be completed when a cadet leaves the scheme and the reason must be recorded.
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Risk Assessment

- All elements of the VPC programme have been risk assessed as per this Risk Assessment. Where necessary, specific risk assessment will need to be written for individual activities outside the scope of the general risk assessment. Examples include test purchasing, DofE expeditions and off-site activities with external providers.
 - Where an activity is provided by an external partner, a risk assessment must be supplied to West Yorkshire Police before the cadets can participate in the activity.
 - When cadets are participating in an activity with the NPT or as part of a District Operation, cadet leaders must make sure there is a STORM log for the activity.
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Insurance

- The Volunteer Police Cadets programme and the Duke of Edinburgh's Award scheme are included in WYP's public liability insurance.
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Duke of Edinburgh's Award

Overview

- The West Yorkshire Police VPC scheme is intrinsically linked to the Duke of Edinburgh's (DofE) Award Programme. West Yorkshire Police is a DofE Licensed Organisation. The Force holds a licence to deliver the Duke of Edinburgh's Award programme and the programme is overseen by the DofE Manager. This role is held by the Citizens in Policing Hub Sergeant.
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Award Structure & Criteria

- Cadets must complete all elements of the programme in order to achieve the Duke of Edinburgh's Award. Bronze and Silver Awards are made up of four sections:
 - Volunteering
 - Physical
 - Skills
 - Expedition
- The timescale for completion differs depending on the level of the award:

Award	Volunteering	Physical	Skills	Expedition
Bronze	3 months	3 months	3 months	2 days,

	The cadets must complete a further 3 months in either Volunteering, Physical, or Skills.		1 night camping
Silver (Bronze completed)	6 months	One section for 6 months and the other for 3 months	3 days, 2 nights camping
Silver (Direct)	A further 6 months in either the Volunteering or the longer of the Physical or Skills sections.		

- Cadets will receive a personal 'eDofE' account to record their progress. Cadet leaders must ensure that the cadets upload evidence to this account on a regular basis throughout the programme (a minimum of an assessor's report for each element).
- Completed awards will be reviewed and signed off by the designated Award Verifier.

Expedition

- Cadets who are classed as adults (18 years) must not share tents with cadets classed as children (17 years and under).
- Best practice dictates that cadets should share tents in odd numbers i.e. three-berth tents to be used rather than two-berth (this will depend on the number of cadets taking part, the ratio of male to female cadets taking part and the size of expedition groups which must be between 4-7).
- Cadets sharing tents must be of the same gender.
- Cadet leaders and senior cadets must not share tents with cadets.
- Cadet leaders must not share tents with senior cadets. (Adults and children must be separated).
- Cadet leaders must have access to bathing/toilet facilities, which are separate to those used by the cadets. If this is not possible, cadet leaders must use the facilities at distinctly separate times to the cadets. In the event that the cadets are required to use facilities, which are shared with members of the public, e.g. campsite facilities where other parties are present, then cadets must be supervised by cadet leaders working in pairs whilst using these facilities.
- If it is necessary to enter a tent occupied by cadets, cadet leaders must take steps to warn the cadets in advance and must always enter in pairs.
- Expeditions must meet the 20 Conditions of a DofE Expedition and any other requirements stipulated by the DofE Award.
- Expeditions must be supervised by a qualified DofE Expedition Supervisor who accepts responsibility for the safety and welfare of the cadets on the expedition.
- Expeditions must be assessed by an accredited DofE Expedition Assessor.
- Expedition supervision ratio to be at least one cadet leader to five cadets.
- Emergency contact details must be available to expedition supervisors.

- The qualifying expedition route must be checked in advance in order to mitigate any risk identified.
- Expeditions must take place between the months of April and October during British Summer Time (BST) when there are sufficient daylight hours to complete the requirements of the award level.
- Expeditions must be delivered in line with the VPC Risk Assessment. A risk assessment must also be completed by the Expedition Supervisor prior to the expedition.
- Expedition training must be delivered in line with the relevant DofE Training Framework for the award level.
- Cadets must receive a basic first aid input prior to the expedition.
- Supervisors must report any serious incident or accident that lead to, or could have led to, the injury of a participant or a member of staff to the DofE via the DofE Manager. Incidents will be recorded on the DofE's Incident Report Form.

Expedition Timescales & Requirements

Bronze		
Training: <ul style="list-style-type: none"> • Bronze Training Framework 	Practice: <ul style="list-style-type: none"> • Optional • Practice highly recommended 	Qualifying: <ul style="list-style-type: none"> • 2 days x 1 night • 6 hours planned activity per day, 3 of which to be spent journeying • Normal rural countryside – familiar and local to groups
Silver		
Training: <ul style="list-style-type: none"> • Silver Training Framework 	Practice: <ul style="list-style-type: none"> • Mandatory • 2 days x 2 nights minimum 	Qualifying: <ul style="list-style-type: none"> • 3 days x 2 nights • 7 hours planned activity per day, 3.5 of which to be spent journeying • Normal rural, open countryside – unfamiliar to groups

Expedition Notification

- The Expedition Supervisor must notify the DofE Manager (Citizens in Policing Hub) in advance that a practice or qualifying expedition is taking place.
- The notification must include:
 - Dates and locations;
 - Staffing and emergency contact details;
 - Name of Expedition Supervisor and Assessor;
 - Names, numbers and ages of the young people;
 - Route plans;
 - Risk assessments; and
 - Any variations that have been requested.

Safeguarding

Policy	<ul style="list-style-type: none"> West Yorkshire Police is committed to safeguarding the welfare of its cadets and will endeavour to protect them from any physical, emotional or sexual abuse and neglect. Everyone working with the cadets must adhere to the National VPC's Safeguarding and Wellbeing Policy and the WYP VPC Safeguarding Policy.
Leader Code of Conduct & Training	<ul style="list-style-type: none"> All cadet leaders have a duty of care to the cadets, and the role of a cadet leader constitutes a position of trust. Cadet leaders must always adhere to the Leader Code of Conduct. All cadet leaders must complete the mandatory VPC safeguarding training, which is renewed every three years.
DBS Checks	<ul style="list-style-type: none"> Cadet leaders must have an Enhanced DBS check, which is renewed every three years. Citizens in Policing staff and Citizens in Policing strategic leads are also required to have a DBS check.
Designated Safeguarding Leads	<ul style="list-style-type: none"> The force has a Designated VPC Safeguarding Lead. This position is held by the Citizens in Policing Inspector or Sergeant.
Reporting Procedures	<ul style="list-style-type: none"> See Child protection process flowchart. See Safeguarding incident report form.

Roles and Responsibilities

Cadet Leader

Responsibilities	<ul style="list-style-type: none"> Cadet leaders are responsible for: <ul style="list-style-type: none"> Ensuring the safety and welfare of the cadets at all times. Cadet leaders must recognise that they have a duty of care to the cadets and that the role of cadet leader constitutes a position of trust. The scope of this responsibility is outlined in, but not limited to, the provisions of this policy, the Risk Assessment and the Safeguarding Policy; Ensuring that they complete any mandatory training for the role; Planning, delivering and supervising cadet unit activities;
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- Training the cadets in expedition skills prior to the DofE practice and qualifying expeditions, as directed by the Expedition Supervisor; and
 - Ensuring administrative functions are completed in a timely manner, including the weekly attendance register, collection of weekly subscriptions and updating of eDofE accounts.
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Vetting & DBS

- All staff and volunteers performing the role of a cadet leader must be vetted by the force to recruit level/NPPV level 2 or above and have an Enhanced DBS check which includes the children's barred list.
 - DBS checks will be renewed every three years.
 - Cadet leaders must not work alone with the cadets or on a one-to-one basis.
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Eligibility & Recruitment

- Cadet leaders must be aged 18 or above.
 - Cadet leaders can be police officers, PCSOs, police staff members, special constables or police support volunteers.
 - Cadet leaders will work to the Cadet Leader task description.
 - Recruitment will be subject to line manager approval and safer recruitment procedures.
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Remuneration

- Paid staff who run weekly cadet meetings or volunteering activities can do so in duty time, by either making use of either a shift slide or by claiming remuneration, if the meeting time is outside of their normal rostered duty.
 - Paid staff who supervise the Duke of Edinburgh's Award element of the scheme, i.e. overnight camping trips (an overnight trip is required in year 1 of the programme for the Bronze award and a two night stay is required in year 2 for the Silver award), will be entitled to claim remuneration.
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Driving Vehicles

- Cadet leaders who drive WYP vehicles or hired vehicles to transport cadets to cadet activities must have a valid driving licence for that particular type of vehicle.
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Duke of Edinburgh's Award

Expedition Supervisor

- The Expedition Supervisor is responsible for:
 - Accepting responsibility for the safety and welfare of the cadet expedition team on behalf of West Yorkshire Police;
 - Working to the Expedition Supervisor role description;
 - Ensuring the expedition meets the DofE requirements;
 - Ensuring the cadets have been trained and are properly equipped to undertake a remotely supervised expedition; and

- Carrying out a risk assessment of the route and the expedition.
 - Role requirements for the Expedition Supervisor include:
 - Completed the DofE Expedition Supervisors & Assessors course.
 - Appropriate outdoor skills and experience, such as the DofE Expedition Skills course, nationally accredited qualifications e.g. Mountain Training Lowland Leader and/or previous experience of running and supervising expeditions.
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Expedition Assessor

- The Expedition Assessor is responsible for:
 - Ensuring a DofE expedition meets the 20 Conditions of the DofE;
 - Ensuring the expedition team has met their expedition aim;
 - Working to the Expedition Assessor role description;
 - Providing local expedition area information to expedition teams;
 - Meeting the team prior to and during the expedition; and
 - Debriefing the team and submitting an assessor report for each member of the team.
 - Role requirements for the Expedition Assessor include:
 - Completed the DofE Expedition Assessor Accreditation Scheme.
 - Endorsed by West Yorkshire Police prior to accreditation.
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DofE Manager

- The DofE Manager is a member of the Citizens in Policing Hub, Learning and Organisational Development.
 - The DofE Manager is responsible for:
 - Ensuring the DofE programme is operated in accordance with the terms of the licence agreement;
 - Arranging reward and recognition opportunities to celebrate the cadets' DofE achievements;
 - Approving the appointment of Expedition Supervisors and Assessors and ensuring they have access to the appropriate training for their roles; and
 - Managing and supporting DofE centres and groups via eDofE.
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DofE Award Verifier

- The DofE Award Verifier is responsible for:
 - Granting final approval to the DofE Awards achieved by the cadets;
 - Acting as an important, independent quality check; and
 - Liaising with the DofE Manager and/or the DofE office to address programme quality concerns.
 - The DofE Award Verifier must have completed the DofE Award Verifiers course.
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Governance

Designated Responsible Officer

- Responsibilities**
- The ACC (People) is the Designated Responsible Officer (DRO).
 - The ACC (People) has overall accountability for the safe delivery of WYP's VPC scheme in line with the National VPC Standards.
 - This includes:
 - Identification;
 - Funding;
 - Development;
 - Deployment; and
 - Practices relating to the recruitment, retention and use of the cadets.
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Force Strategic Lead

- Responsibilities**
- The Superintendent of Learning and Organisational Development is the named responsible person for the safe delivery of WYP's VPC scheme in line with National VPC Standards.
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Force Operational Lead

- Responsibilities**
- The Chief Inspector of Learning and Organisational Development, who has responsibility for the Citizens in Policing Portfolio, supports the safe delivery of WYP's VPC scheme as a regulated youth activity in line with National VPC Standards.
 - The role holder is the link between the delivery of the VPC scheme and operational policing.
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Citizens in Policing Hub

- Responsibilities**
- The Citizens in Policing Hub coordinates the safe delivery of the WYP VPC scheme as a regulated youth activity.
 - They are responsible for:
 - Ensuring Force Policy is relevant, accurate and kept up to date;
 - Managing the Volunteer Police Cadets scheme within WYP;
 - Compilation of the VPC lesson plans referring to and making use of the National VPC subject matter;
 - Compilation of the VPC timetable for the year ahead;

- Organising and managing the VPC attestation event; and
 - Monitoring the cadet budget and ensuring only approved expenditure is funded from it.
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District Co-ordination

- Responsibilities**
- District responsibility lies with the nominated:
 - District SLT SPOC for Citizens-in-Policing;
 - CiP Liaison Officers; and
 - Neighbourhood Inspectors and Sergeants.
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Chief Superintendent

- Responsibilities**
- District commanders have overall responsibility for all cadets attached to their district. They should maintain regular contact with the CiP Liaison Officer to ensure the effective and efficient use of the cadets.
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Chief Inspector

- Responsibilities**
- Each district has a Chief Inspector who is responsible for the CiP portfolio, which includes cadets, volunteers and special constables. The role of the Chief Inspector is to:
 - Ensure the policy procedures are adhered to;
 - Manage the level of commitment by district personnel in enhancing and supporting the image and effectiveness of the Citizens in Policing resources within their district; and
 - Advise and manage processes around grievance and disciplinary matters involving the cadets.
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Neighbourhood Inspectors/Sergeants

- Responsibilities**
- Neighbourhood Inspectors and Sergeants have responsibility for the cadet programme within their area as directed by the District SLT SPOC for Citizens in Policing. The role of the Inspectors/Sergeants will be to:
 - Support the CiPLO with recruitment to ensure the most appropriate cadets are selected based on vulnerability ratio;
 - Support the cadet programme by identifying and releasing suitable officers/PCSOs to deliver the cadet programme;

- Actively engage and support the district cadet programme including social action deployments based around NPT priorities;
 - Ensure the district cadet programme works in line with force policy;
 - Ensure that, where the cadets and/or cadet leaders have done good work, this is promoted through the West Yorkshire Policing Awards and notified to the CiPLO and CiP Hub Sergeant; and
 - Advise and manage processes around grievance and local disciplinary matters that arise in line with force policy.
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CiP Liaison Officer (CiPLO)

- Responsibilities**
- District CiP Liaison Officers are responsible for the co-ordination of Citizens in Policing (cadets, volunteers and special constables) within their district. The role of the CiP Liaison Officer is to:
 - Organise and coordinate the management of cadet units, cadets and cadet leaders within their district in line with Force Policy;
 - Maintain regular contact with the cadets and cadet leaders and other relevant parties to assist them with personal welfare and development issues;
 - Organise the training for cadet leaders within the district, including mandatory e-learning and safeguarding training;
 - Ensure cadets' personal details and training are accurately recorded;
 - Monitor and maintain cadet and cadet leader attendance records, update work data systems and process expenses claims (leaders);
 - Ensure they work under the direction of the CiP Hub Sergeant to deliver a consistent Volunteer Police Cadet programme that delivers the best value; and
 - Recruit new cohorts of cadets within their district and arrange for local checks to be carried out on the applicants.
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Unit Leads

- Responsibilities**
- Each cadet unit must be overseen by a cadet leader who assumes the responsibility of Unit Lead.
 - They oversee the day-to-day running of the cadet unit in accordance with force policy and act as the main point of contact for cadets, leaders and parents/guardians.
 - They must maintain regular contact with the District Citizens in Policing Liaison Officer and the Citizens in Policing Hub.
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Additional Information

Compliance

This policy complies with the following legislation:

- Data Protection Act 2018

**Further
Information**

Further guidance in relation to this policy can be sought from:

- Training School, Learning and Organisational Development Department
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