


<b>Police Cadets Policy</b>		
Security Classification	<b>OFFICIAL</b>	
Disclosable under Freedom of Information Act 2000	Yes	

<b>POLICY</b>	
REFERENCE NUMBER	<b>WMP095</b>
Version	<b>1.2</b>

<b>POLICY OWNERSHIP</b>	
DIRECTORATE	LOCAL POLICING
BUSINESS AREA	TERRITORIAL POLICING

INITIAL IMPLEMENTATION DATE	<b>August 2020</b>
LATEST REVIEW DATE	<b>September 2023</b>
NEXT REVIEW DATE:	<b>July 2025</b>
RISK RATING	<b>MEDIUM</b>
EQUALITY ANALYSIS	<b>MEDIUM</b>

<p>West Mercia Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail <a href="mailto:contactus@westmercia.police.uk">contactus@westmercia.police.uk</a></p>
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### Handling Instructions

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## 1.0 POLICY OUTLINE

The aim of the West Mercia Police Cadets Programme is to support the children and young person's engagement strategy. This policy sets out the Police's legal position and framework in relation to the governance of the Police Cadet programme.

## 2.0 PURPOSE OF POLICY

West Mercia Police are committed to the Police Cadet programme and to each individual Police Cadet.

By encouraging and supporting our Police Cadets through the provision of regular varied and positive activities, we aim to build self-confidence and self-esteem to assist our young people in reaching their full potential.

Enhancing relationships between the police and young people from all sections of the community and emphasising the positive contribution of young people to the communities in which they live, is fundamental to the Police Cadet programme.

It is the purpose of this Policy to outline the nature of this important relationship and to provide a framework for a consistent, appropriate approach to the recruitment, vetting, retention, deployment, conduct and training of Police Cadets and Leaders.

This Policy has been created to support all Police Employees, Special Constables and Volunteer Cadet Leaders (PSV's) that carry out the role of Cadet Leader or support a Cadet Unit in a supervisory capacity.

If you have any questions then please contact the CiP Team.

## 3.0 IMPLICATIONS OF THE POLICY

### 3.1 Definition of a Police Cadet

The definition of a Police Cadet is an individual young person aged between 13 and 18 years with no Police powers who, through personal choice, attends a structured training and development programme in order to equip them to perform tasks for the Police without expectation, or receipt, of remuneration.

Whilst a Police Cadet forms an integral part of the Police family, they are **NOT** employees and have **NO** employment status. Police Cadets will **NOT** be subject to a contract of employment but **WILL** be subject to the Standards of Professional Behaviour for Police Cadets.

### 3.2 Principles of relationship

Police Cadets are considered to be under the direction and control of the Chief Constable and are therefore subjected to the same requirements as other Police Staff and volunteers for the purposes of complaints and the Code of Ethics.

West Mercia Police will not introduce Police Cadets to replace paid staff or to cover staff vacancies or shortages. Police Cadets are **NOT** an operational frontline resource.

The underlying principle of the partnership is that Police Cadets complement, support and enhance the work of the Police. Accordingly, Police Cadets will be deployed in low risk roles that provide an opportunity for engagement, particularly with other young people and the elderly in our communities.

The Police Cadets scheme is an inclusive programme representing the communities that they serve.

The Cadet Programme is part of the wider Citizens in Policing Programme (CiP) with a vision to connect communities with policing and policing with communities. The CiP programme also includes the Special Constabulary, Police Support Volunteers and other community volunteers who are supporters of the police.

The VPC element of the wider CiP Programme is designed to build bridges between young people, the community, young people and the police. The VPC scheme is about taking a mixture of young people and helping them make a difference for themselves and their community. This document should be used to assist and guide Unit Leaders. The scheme actively encourages young people from all parts of the community regardless of educational needs, challenging behaviour or disability. Cadets learn about the law, police procedures, and specialist units developing skills that police officers need such as communication, team working and understanding of community issues. They take part in family community events, police events, letter drops and in some areas, test purchasing for alcohol and cigarettes as well as Social Action projects. This document adheres to the ACPO recognised National UK safer spaces framework.

The aims of the VPC are to promote a practical understanding of policing amongst all young people

- To encourage the spirit of adventure and good citizenship
- To support local policing priorities through volunteering and give young people a chance to be heard
- Inspire young people to participate positively in their communities

The Volunteer Police Cadet Scheme (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 through volunteering.

### 3.3 Recruitment of Police Cadets

Police Cadets will be recruited without regard to gender, disability, race, religion, or other aspects of diversity but candidates from minority communities will be encouraged to apply. The Police Cadet programme is, though, age specific, as previously defined.

The standard Police Cadet application form will be completed by all applicants together with a basic health questionnaire.

Parental or guardian consent will be required in regard to the completion of both the application form and the health questionnaire.

Police Cadets are required to inform the Police of any disability or medical concern, via the Senior Cadet Leader, to ensure that their participation as a Police Cadet will not be detrimental to their health and ensure any necessary reasonable adjustments are made to their learning environment.

All applicants successfully completing the written application and health clearance stage of the selection process will be required to attend an assessment centre and interview.

Parents or guardians of Police Cadets will also be invited for an informal discussion with Senior Cadets so that they can gain an appreciation of the commitment being made by their child/children.

The Police Cadet role profile outlines the principal responsibilities and attainments required for the role.

### 3.4 Vetting - Police Cadets

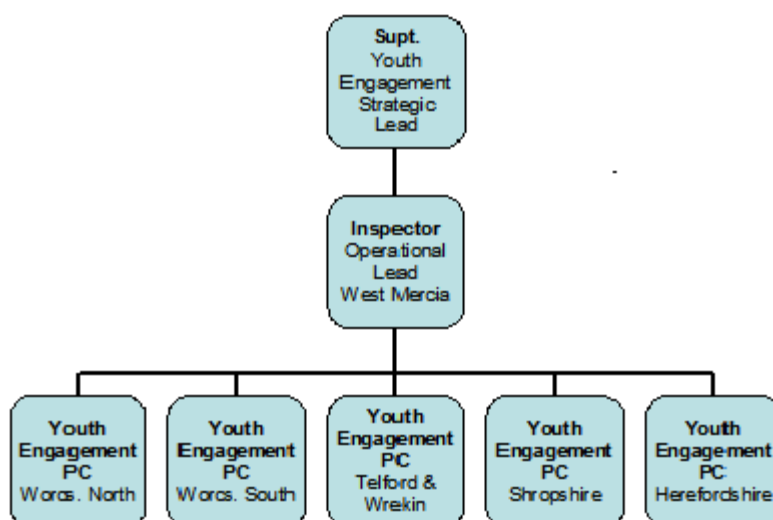
Police Cadets will be expected to undergo appropriate low level local security checks through Genie, they are not required to complete full vetting checks. Where concerns are raised about vetting and security, the Strategic Lead will make the final decision as to whether to accept the individual Police Cadet onto the scheme.

Police Cadet Leaders and Programme staff involved with the day-to-day running of the scheme will be required to undergo vetting processes in line with the West Mercia Vetting Policy and will attend an appropriate leader training course which includes child safeguarding training.

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### 3.5 Management

The Police Cadet scheme will be subject to a command structure which ensure the scheme operates in a corporate and sustainable manner across all 7 local policing areas. The management structure of the scheme will be as follows:



### Role of Senior Police Cadet Leader

Police Cadets must have a clearly identified line manager known as the Senior Cadet Leader. A Police Officer is crucial in this particular role to provide operational knowledge and expertise and operational governance in line with Police Regulations.

The Senior Cadet Leader of each Police Cadet Cohort will be a Police officer drawn from individuals who must have previous experience and sound knowledge and understanding of youth engagement, voluntary work and education system. The youth engagement PC on each Policing area will normally be the Senior Cadet Leader unless otherwise authorised by the Strategic Lead.

Each Senior Cadet Leader will need to be supported by Cadet Leaders. Cadet Leaders can be Police Staff, Police Officers Special Constables or police support volunteers. They each must be aware of their duty of care and will monitor the attendance, performance, training and welfare needs of Police Cadets for whom they are responsible.

The role of a Cadet Leader should be completed alongside existing youth engagement duties and should not encompass the whole of their role.

### Leaders

Officers and staff who undertake Cadet Duties which is outside of their core role as a member of the Youth Engagement Team, on approval from their head of department or local Superintendent, will be reimbursed with 50% of the hours they undertake, up to a maximum of 8 hours per month. All hours relating to Cadet duties must be recorded on The Marshall Platform.

Special Constables. It has been supported and agreed by the ACC Local Policing that of the minimum 16hrs a month a Special is expected to undertake, up to eight of these hours can be used as a Cadet Leader and recorded on The Marshall Platform hours as doing so.

### Attendance & Personal Files

A record of all hours of attendance will be kept on The Marshall Platform. Cadet Leaders will be responsible for ensuring hours of attendance are recorded and monitoring absence on a weekly basis.

A personal file will be established for each Police Cadet and stored electronically. Police Cadets will have access to their own records, should they require them.

Emergency contact details will be held for each Police Cadet on Origin.

A Detachment Journal will be held by each Senior Cadet Leader at each detachment to document any discipline actions and occurrences of note, and will form the basis from which formal disciplinary action will be taken.

### Supervision of Police Cadets

While on operational duties, Police Cadets will always be accompanied by a Cadet leader who has been given appropriate training and vetted to supervise Police Cadets in accordance with the Lay Observation policy. Supervision will always be a

priority and will be a fundamental part of the risk assessment process for all activities undertaken.

### Driving

No driving duties are to be undertaken at any time by Police Cadets. Cadet Leaders must have the appropriate West Mercia Policing driving authority for any vehicle in which they are transporting Police Cadets or for which they are using for Police Cadet duties. The Driving Standards Policy will apply at all times. Under no circumstances will Police Cadets be carried in police vehicles engaged or likely to become engaged in response duties, safe follow or pursuit duties in excess of posted road speed limits. The Duties to be allocated and the incidents assigned must only be those that are not likely to involve confrontation or exceeding posted road speed limits.

### 3.6 Risk Assessment

A health and safety risk assessment of Cadet activity supports this policy and has been subject to consultation by key stakeholders. All Senior Cadet Leaders will be trained risk assessors. All activities will be subject of risk assessment.

A record of all risk assessments should be electronically recorded and retained by the Senior Cadet Leaders. The force Health and Safety Officer will monitor and review risk assessments with the Cadet Operational Leads.

All those who undertake the risk assessment process **must** be trained risk assessors.

At times when the National Threat Level for terrorism is raised to **Critical**, or at times of national pandemic or other emergency, additional safety measures may be implemented for the protection of the Cadets at the direction of Chief Officers or the Cadet Strategic Lead. This will always include a requirement for Patrol observations alongside Patrol officers and PCSOs in accordance with the Lay Observation Policy to cease immediately.

### 3.7 Police Cadet Agreement

Whilst Police Cadets will not have a contract of employment, each applicant will be required to sign a standard Police Cadet Code of Conduct Agreement, setting out the basis of commitment between the police and the individual applicant. Either party may cancel the agreement at any time during the Police Cadet's tenure. Police Cadets will also be subject to the Code of Ethics.

Police Cadets will be required to attend a minimum of 2 hour meeting each week, unless notified otherwise. Police Cadets will also be required to take part in activity events and personal development opportunities, and encouraged to volunteer for additional activities, which may include crime prevention initiatives, police training events, community projects or specific festivals.

It is expected that each individual Police Cadet will have contributed a minimum of 60 hours service in each 12 month period. This will allow flexibility to accommodate

periods in which a Police Cadet may face increased educational demands or other genuine reason for being unable to complete their service.

Each Police Cadet will have a Personal Development Portfolio (PDP) which is a live document detailing their hours, fitness, additional working commitments and reviews. At the end of their tenure of volunteering the PDP becomes the property of the Police Cadet.

The Police Cadet programme runs for a two-year period and Police Cadets are required to commit to the programme throughout the duration of their tenure.

Police Cadets, who are in paid employment, are encouraged to advise their primary employer that they are undertaking services and of the approximate hours in which they are committing to Police Cadet activities.

Failure to meet the standards required or clearly defined expectations of the Code of Ethics, or the Police Cadet Code of Conduct Agreement will be liable to disciplinary action in accordance with the Three Step protocol as outlined in the Police Cadet Code of Conduct agreement.

### 3.8 Uniform

Police Cadets will only be issued with their necessary uniform once induction has taken place and their identification card has been issued. Police Cadets will continue to demonstrate the required level of competence for their role and commitment through regular attendance.

- The uniform remains the property of the Police and will be returned if service is ceased or completed or otherwise required by a Cadet leader or other senior officer. For prolonged period of absence, Police Cadet Leaders may require the temporary return of the Uniform in order to ensure its safe storage and security.
- Uniform remains the responsibility of the Police Cadet to which it has been issued. Uniform items will be securely stored and appropriately cared for to prevent loss or damage.
- Uniform should only be worn at official police events as directed by a Police Cadet leader, and under no circumstances should it be worn elsewhere.
- Any wearing of any uniform outside of Police Cadet Leader supervision is strictly forbidden.
- Loss of any uniform, identity cards, pocket books and other items of police equipment must be reported to the Senior Cadet Leader, without avoidable delay. West Mercia Police reserve the right to charge for replacement uniform.

### 3.9 Training and Involvement

All Police Cadets are required to receive a formal induction before starting as a Police Cadet. The induction programme will outline the essentials of the Police Cadet programme and the expectations of the role. The induction will be conducted by the senior Cadet Leader for the respective cohort.

A formal ceremony hosted by a member of the Chief Officer team will take place at central location each year as determined by the Chief Officer leads and there is an expectation that all Police Cadets will attend this ceremony.

Each Police Cadet will be issued with an ID card (**NOT a warrant card**) bearing the identification of 'POLICE CADET'. The ID card is to be worn whenever the individual is undertaking Police Cadet duties and in every instance that a Police Cadet is on police property.

Police Cadets will not have routine access to Force computer systems but Police Cadets will be required to abide by the Data Protection Act and The Official Secrets Act.

Police Cadets should be allowed, subject to relevance and availability, to undertake relevant training courses. Training which is not directly relevant to the Police Cadet programme will not be authorised.

There is a requirement that each Police Cadet will have internet use to access the The Marshall Platform system in order to record their hours and plan their duties. Each Police Cadet will be required to actively use this system to log their hours and respond to duty requests.

### 3.10 Conduct

A Police Cadet is a representative of West Mercia Police. Conduct of the highest standard is expected at all times to ensure staff and public confidence is maintained.

Police Cadets will be required to comply with all the policies and procedures of West Mercia Police, in particular this policy and policies relating to Health and Safety, Equal Opportunities Official secrets Act and Data Protection. Police Cadets will also be required to abide by the Code of Ethics while participating in the scheme.

Police Cadets must ensure that they comply with all risk assessments undertaken for the tasks and activities of their role. Police Cadets will be informed of risk or other issues at each briefing delivered prior to commencement of any task or tasks.

Police Cadets must ensure that activities undertaken in their private lives do not impact upon the integrity of the Police or compromise the work of the Police Cadet Programme.

Any breaches of the Standards of Professional Behaviour that are of a criminal nature will result in the immediate suspension of a Police Cadet from their duties until any investigation is complete.

If a Police Cadet has a complaint or grievance, they should approach the Senior Police Cadet Leader. If the complaint or grievance is relating to the Police Cadet Leader then the Police Cadet should contact the Police Cadets Operational Leads.

Police Cadets whose conduct is considered inappropriate or where their level of attendance is not to the standard expected by the Police, may be required to leave. Each circumstance should be investigated by a suitable person (cadet leader or above) and the Police Cadet given the opportunity to respond to any issues or allegations. A written record will be kept. Police Cadets will be expected to abide by the Police Cadet Code of Conduct and will be provided with a copy.

### 3.11 Performance Review

A review of performance should take place between the Senior Police Cadet Leader and the Police Cadet every six months, the detail of which will be recorded on a standard form and held by the Scheme. The purpose of the review will be to examine the Police Cadets contribution to determine further personal development and learning. This review will also ensure that it is in the interests of both the individual and the Police that the Police Cadet's tenure continues. Performance reviews will be evidence based and include views and observations from more than one leader, and include entries documented contemporaneously in the Detachment Journal.

If the Police Cadet has not been available and the reason for that is not known to the Police, they should be contacted to clarify the reason and to confirm whether they still wish to continue as a Police Cadet.

Should any issues of dispute arise these should be considered by the Operational Lead after submissions by both parties. Their decision will be final on behalf of West Mercia Police.

### 3.12 Suspension and Dismissal of a Police Cadet

When a Police Cadet Leader feels there are grounds necessitating the removal of a Police Cadet from Cadet duties, a report should be compiled as soon as practicable to the Operational Lead outlining the background and circumstances. The Operational Lead will review and if supported will forward to the Strategic Lead for consideration of suspension of the Police Cadet. In the absence of the Strategic Lead, another Superintendent (either local or on-call) will make this decision.

Dismissal to be considered and authorised by Supt. Strategic Lead.

### 3.13 Support

It is the responsibility of the Police Cadet Leaders to provide the Police Cadet with regular and constructive feedback on their individual contribution throughout their service as a Police Cadet.

Police Cadets will not be singled out for punishments by Cadet Leaders. Rewards and discipline should be evidence based and all Police Cadets will be afforded with equal opportunities.

Police Cadets who experience difficulties or problems with their health as a direct result of their police volunteering activities will be able to receive initial advice from the Occupational Health and Welfare Department.

### 3.14 Recognition & Passing Out Events

All Police Cadets who complete the programme, to the required level of competence and commitment, will be presented with a Police Cadet certificate of completion.

A formal event will be held for those Police Cadets who complete the programme in recognition of their commitment and service. This will be held at a central location as decided by the Operational Lead and the expectation is that all Police Cadets will attend.

### 3.15 Exit Interview

If a Police Cadet indicates that they would like to leave the programme early, an exit interview should be arranged and undertaken before the Police Cadet leaves. This will be undertaken by either the Senior Police Cadet Leader or an Operational Lead.

A copy of the completed exit interview should be put in the individual Police Cadets personal file held by the Senior Cadet Leader

An analysis will be undertaken on exit interviews (ensuring confidentiality of individuals) with all learning being fed back into the programme to ensure that the scheme continues to evolve and improve.

### 3.16 Monitoring

In line with other Human Resources Policies, monitoring of Police Cadets will take place in respect of recruitment and retention, conduct and grievance issues.

### 3.17 Safeguarding

The designated responsible officer for Police Cadets will have oversight on safeguarding. Their role is to have operational oversight of the VPC activity and be the conduit between strategic guidance, direction and priorities and the operational delivery. They should be cognisant of National VPC policy and procedure and ensure all Safeguarding process and procedures are implemented and followed in line with NVPC guidance and UK Safer Spaces Framework.

They are responsible for the welfare of all members of the VPC and must be Level 3 Safeguarding Children Designated Officer trained.

Problem Solving Hub Sgts will provide support and guidance to all Cadet Leaders as part of their Youth Engagement Team supervision. They should support the welfare of all members of the West Mercia VPC and be consulted with / provide guidance in relation to planned VPC activities and projects. They will be fully cognisant with all VPC safeguarding policy and procedures and must be Level 2 Safeguarding Children trained.

West Mercia Police Cadets are committed to the safeguarding of those involved in the Cadet scheme. A Safeguarding Procedure is in place and operates in accordance with national best practice. This policy will be subject to ongoing review and can be found on the force Police Cadets folder on the J Drive.

In addition:

- No Young Person is to be transported in a leader's own private motor vehicle without the permission of a parent/guardian.
- No Leader should be alone with a Young Person in any vehicle without parent's knowledge and consent; there must be at least one other person present and where possible this should be an adult.
- Transport arrangements must be documented in the risk assessment for the event or activity, to include supervision ratio and gender.
- No communication will take place with a Cadet via Whatsapp, all communication will be done via Duty Sheet.

#### 4.0 CONSULTATION

<b><i>Business Lead Consulted</i></b>	<b><i>Date Consulted</i></b>
Supt Ed Hancox	October 2022
<b>Chief Officer Consulted – permission to go to Critical Friends - NAME</b>	<b>Date Consulted</b>

Policy consultation has been made with Key Stakeholders of the Police Cadet programme.

Head of Local Policing  
Supt – Local Policing Youth Engagement Strategic Lead.  
Critical Friends group

#### 5.0 DOCUMENT HISTORY

The history and rationale for change to policy will be recorded using the below chart:

<b>Date</b>	<b>Author / Reviewer</b>	<b>Amendment(s) &amp; Rationale</b>	<b>Approval / Adoption</b>
		Original Approved Policy	JNCC 14/04/2014
July 2020	D.I. Justin Taylor	Review – minor change, from ESIBS to the Marshall Platform for hours and event recording, reverted to West Mercia Policy.	August 2020
Oct 2022	Sophie Paley	Minor amendments to policy	October 2022

#### 6.0 MONITORING / EVALUATION

The monitoring and review of this policy is the responsibility of the policy owner, a full review of this policy will take place in July 2023.