

 Warwickshire POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Warwickshire Police Cadets
REFERENCE NUMBER	WP042
Version	1.0

POLICY OWNERSHIP	
DIRECTORATE	LOCAL POLICING
BUSINESS AREA	RESPONSE & COMMUNITY POLICING

INITIAL IMPLEMENTATION DATE	22/01/2021
NEXT REVIEW DATE:	22/01/2023
RISK RATING	MEDIUM
EQUALITY ANALYSIS	LOW

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail cadets@warwickshire.pnn.police.uk

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1.0 POLICY OUTLINE

- 1.1 The policy sets out the conditions of scheme and operating instructions which must be adhered to in conjunction with the [Warwickshire Volunteer Police Cadet Leaders: Manual of Guidance and Safeguarding](#) which stands as an all-encompassing living procedural document in line with National guidance and standards.

The aim of the Warwickshire 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

It is the purpose of this Policy and linked Warwickshire Volunteer Police Cadet (VPC) Leaders: Manual of Guidance and Safeguarding is 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.

3.0 IMPLICATIONS OF THE POLICY

- 3.1 This policy takes into account:

3.1.1 Relevant Legislation

The following legislation is relevant to this policy, either because it has influenced its introduction and/or its content:

- a. Health and Safety at Work Act 1974
- b. Rehabilitation of Offenders Act 1974
- c. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- d. The Police Act 1997
- e. Protection of Children Act 1999
- f. Management of Health and Safety at Work Regulations 1999
- g. The Human Rights Act 1998 and the United Nations Convention the Rights of the Child
- h. Sexual Offences Act 2003
- i. The Children Act 2004
- j. Safeguarding Vulnerable Groups Act 2006
- k. Equality Act 2010
- l. Protection of Freedoms Act 2012
- m. GDPR and data protection act 2018
- n. All Wales Child Protection Procedures
- o. Social Services and Well Being Act 2014

3.1.2 Relevant National and Force Policy and Guidance

- a. College of Policing Code of Ethics
- b. Safeguarding of children
- c. Code of Practice on the Management of Police Information
- d. Risks / Health and Safety considerations
- e. Human Rights / Equality / Data Protection / Freedom of Information
- f. Legal considerations

3.2 DEFINITIONS

3.2.1 Police Cadet

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

3.2.2 Cadet Leader

- a. Each Cadet Unit must have a clearly identified line manager known as the **Senior Cadet Leader**. The senior Cadet Leader will be a warranted Police Officer, a Police Officer is crucial in this particular role to provide operational knowledge and expertise and operational governance in line with Police Regulations.
- b. The Senior Cadet Leader of each Police Cadet Scheme 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.
- c. 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.

3.3 Principles of relationship

- a. 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.
- b. Warwickshire 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.
- c. 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.
- d. The Police Cadets scheme is an inclusive programme representing the communities that they serve.

3.4 Recruitment of Police Cadets

- a. 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. Please also see the Cadet equal opportunities statement Appendix 2
- b. The standard Police Cadet Application form will be completed by all applicants together with a basic health questionnaire. The Police Cadet Role profile outlines the principal responsibilities and attainments required for the role.
- c. Cadet recruitment takes place January –March each year with the new recruits starting in the September following the recruitment campaign.
- d. Parental or guardian consent will be required in regards to the completion of both the application form and the health questionnaire.
- e. 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.
- f. All applicants successfully completing the written application and health clearance stage of the selection process may be required to attend an assessment centre and formal interview. The implementation and need for the stage is down to the discretion of leaders in any recruitment campaign and will reflect the number of candidates and the benefit to that particular recruitment campaign.
- g. 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.

3.5 Vetting

3.5.1 Police Cadets

Police Cadets will be expected to undergo appropriate security and vetting checks in line with Force policy considerations and the programme aims. Police Cadets cannot be appointed if they do not undergo and pass the security and vetting process.

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.

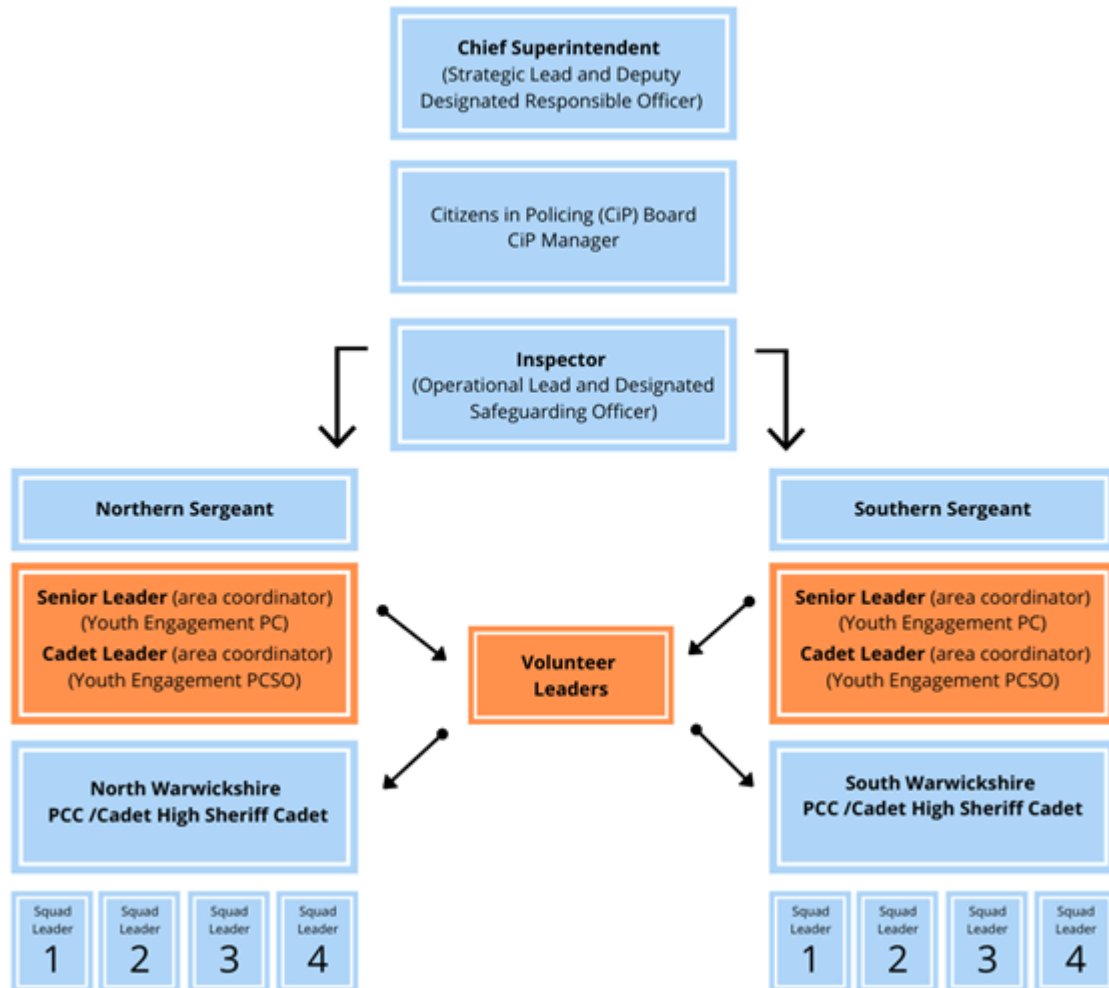
Parental or guardian consent for the provision of necessary vetting information forms part of the standard Police Cadet Application form.

3.5.2 Cadet Leaders

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 Warwickshire Vetting Policy and will attend an appropriate leader training course which includes child safeguarding training.

3.5.3 Management / Governance

The Police Cadet scheme will be subject to a command structure which ensure the scheme operates in a corporate and sustainable manner across the Force area. The management structure of the scheme will be as follows:



3.6 VPC Inspection and Review

The Warwickshire Volunteer Police Cadets Scheme recognises the importance of child protection enshrined in the Protection of Children's Act 1999.

For this purpose, the Warwickshire VPC has produced an inspection checklist to ensure that each Unit is run in accordance with the [VPC Manual of Guidance](#), in line with NVPC safeguarding and Warwickshire Police policies to ensure there is a continued safe working practice.

3.6.1 6 monthly Unit Inspection (Local Level)

Unit to be inspected by the Operational Lead (Inspector).

If a Unit fails to complete a self-assessment, they will be deemed to be working outside of the VPC policies and guidance. Immediate review and action plan, with consideration of closure will follow.

3.6.2 Annual Unit Inspection

Unit Inspected by the VPC Strategic Lead.

A record of the Inspection will be retained for transparency and auditing.

3.7 Risk Assessment

- a. All Senior Cadet Leaders will be trained risk assessors, risk assessments must be completed by trained risk assessors. All activities will be subject of risk assessment.
- b. 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.
- c. At times when the National Threat Level for terrorism is raised to Critical, 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.

3.8 Safeguarding:

See the following documents:

3.8.1 [Warwickshire Police Safeguarding Apprenticeships and Police Cadets Policy](#)

3.8.2 [Warwickshire Volunteer Police Cadet Leaders: Manual of Guidance and Safeguarding](#)

4.0 CONSULTATION

Policy consultation has been made with Key Stakeholders of the Police Cadet Programme and Joint Negotiation Consultative Committee (JNCC) members.

5.0 DOCUMENT HISTORY

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

Date	Amendment(s) & Rationale	Approval / Adoption
July 2013	Original Approved Policy	September 2013
October 2017	Minor changes to incorporate additional protection during increases to National Threat level. V1.1	October 2017
August 2018	Changes to the scheme as a result of moving to a wider age range (13-18 from 16-18) in accordance with the recommendations from the National Volunteer Police Cadet team. V1.2	August 2018
December 2020	Updated to Warwickshire only document & references to new Guidance for Warks Cadets	22/01/2021

6.0 ASSESSMENT AND ANALYSIS

An Equality Analysis (EA), Health and Safety Assessment (HAS) and Risk Assessment (RA) is available on request.