
WILTSHIRE POLICE FORCE POLICY



Volunteer Police Cadets

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POLICY STATEMENT

1. Introduction

Since 2018 the Force has made a significant investment in Citizens in Policing (CiP). Encompassed within this has been the drive to ensure Volunteer Police Cadet Scheme attracts those young people from the community who are in need of the youth engagement, but also those young people who are looking for support, guidance and often a role model.

We aim to provide them with a good reward scheme for those cadets who go above and beyond their volunteering e.g. hours working in the community.

Each unit is currently led by the Neighbourhood PC and ownership by the CPT Sgt or led by the local Early intervention PC or PCSO.

The cadet units are supported by Police Support Volunteers or other staff (PCSOs).

The national picture for volunteers in policing has been developing over the past five years and in July 2016 the NPCC set a new national strategy. There is now a recognised program of Citizens in Policing with the national lead; Chief Constable Lisa Winward of North Yorkshire Police and national lead for Volunteer Police Cadets, Shaun Sawyer, of Devon & Cornwall Police.

It is recognised that volunteers in all areas provide key benefit to the force. Our mission is to create well rounded, law abiding and community focused individuals who are ready to gain meaningful employment in whatever sector they choose.

2. VPC Governance

The purpose of the Cadet Governance Board is to ensure good governance through oversight and decision making for key questions relating to Cadet expenditure, as well as monitoring the progress and outcomes of Cadets events.

At this meeting professionals will be held to account for progressing key pieces of work and will be expected to raise any fundamental issues and opportunities that arise. These updates (including success and current and future initiatives) will be passed to the Cadet Tactical Board and Regional CiP Board.

Funding decisions regarding use of the Cadets bank account funds will be made by this board.

Funding decisions regarding PCC Commissioning funds will only be made with a PCC's budget delegate present and in support.

Funding decisions regarding Wiltshire Police budget will only be made with a Budget Holder's delegate present and in support.

The board can be utilised to provide key updates on cadets but should remain focussed on monitoring expenditure and decision making while having regard for the principles of good governance.

Frequency and Process

To align with the additional CiP meeting structures, feeding into CiP Portfolio Meeting held every Month, the meeting will be held every eight weeks to ensure participants receive appropriate levels of support to progress their work streams. The frequency of this meeting is subject to change once key progress has been made.

The aim for Cadet Governance Board is for decision making and the force lead to update on;

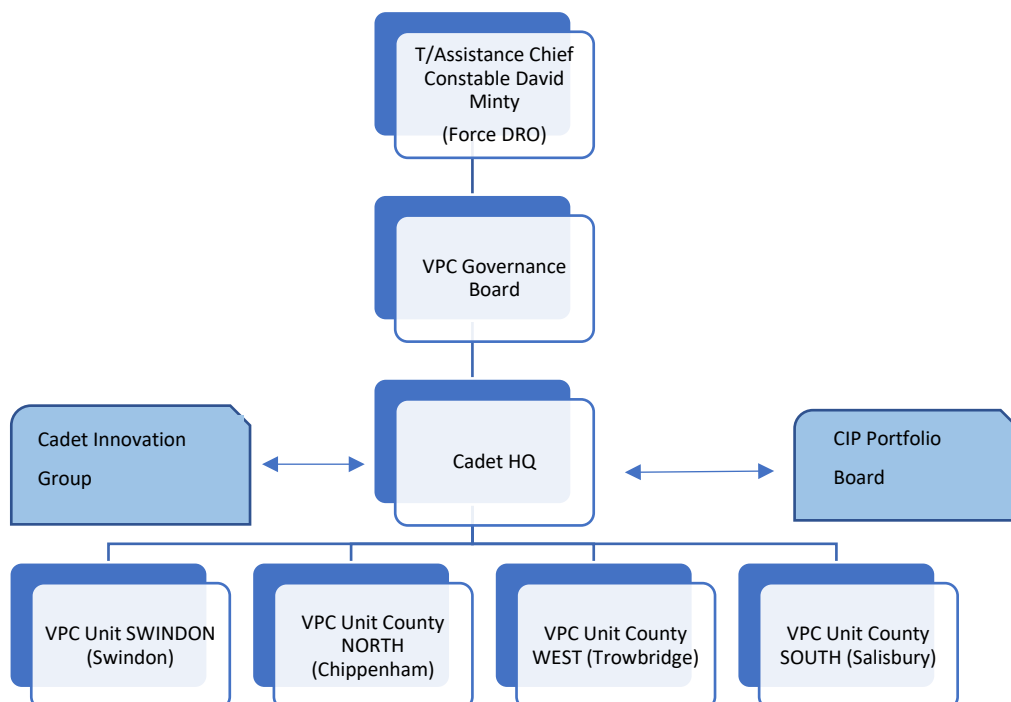
- Past events (review of success and outcomes)
- Cadet members, attrition and expansion
- Current and projected financial position
- Regular monitoring of subs being charged to ensure it remains proportionate
- Decision making on future events and related plans for expenditure

The purpose of this board will be to commission key workstreams to ensure the continuous development and progression of Cadets. Other meetings, including but not limited to, the Citizens in Policing Tactical Group and the Cadet Innovation Group will feed into this meeting to assist in directional progression.

Principles of Good Governance:

- Ethics and Integrity
- Transparency with Stakeholder Engagement
- Definitive outcomes
- Determining Interventions
- Developing Leadership
- Managing Risks and Monitoring Performance
- Transparency, Audibility and Reporting

3. Structure

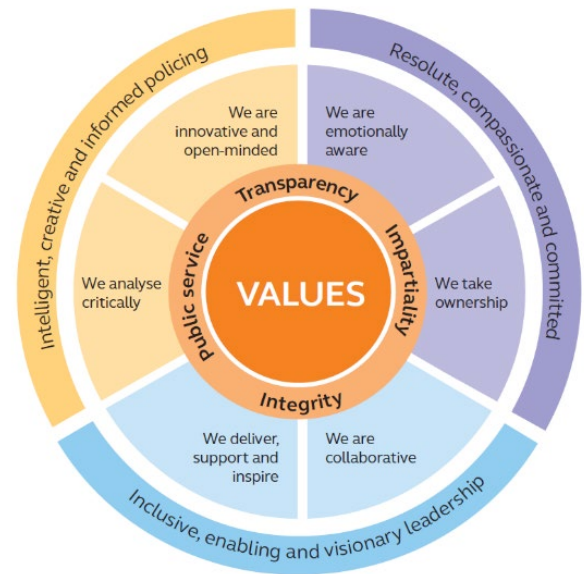


4. Code of Conduct

It is important to add that all Volunteer Police Cadets must adhere to the force values and they are given this at their induction so that they fully understand what is required of them.

They also sign the code of conduct and we expect them at all times:

- Be a good role model with behaviour and an attitude that are line with our values and the Police Code of Ethics.
- Comply with all applicable UK laws and guidance.
- Make sure you follow all Volunteer Police Cadet and local policies and procedures and re-read them from time to time as they may be amended.
- Be responsible and accountable in the way you perform your role.
- Be fair and treat everyone with respect and dignity in accordance with the police code of ethics.
- Respects others' privacy in line with the [Police Code of Ethics](#) and other polices and guidance.
- Communicate with others in an open and respectful way whether in person, by phone, writing or digital media.



5. Safeguarding

Safeguarding legislation and government guidance say that safeguarding means:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best outcome

And 'the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who encounters children and families has a role to play.'

Wiltshire Police have adopted the VPC Safeguarding Policy. You can find the policy in the Resource library on Marshall Portal which you can access via [Login - Marshall Volunteer Portal \(vpc.police.uk\)](#)

Safeguarding Information for Cadet Parents/Guardians/ Carers

The Wiltshire Volunteer Police Cadets Scheme is committed to ensuring that any young person taking part in our scheme has both an enjoyable and safe experience; in addition to parents/guardians/carers having peace of mind.

6. Health and Safety

The Health and Safety at Work Act 1974 require Wiltshire Police and the OPCC for Swindon and Wiltshire to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees and others affected by our undertakings. This includes our volunteer cadets. Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to

ensure that young employees or volunteers are not exposed to risk due to a lack of experience, being unaware of existing or potential risks and/or lack of maturity.

7. Duty of care

The responsibility which rests upon an individual or organisation to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible.

Any person in charge of or working with children and young people in any capacity is considered to owe them a duty of care.

Wiltshire Police and the VPC do not act *in loco parentis* for cadets under the age of 18 and parental responsibility remains with cadets' parents, guardian or carers in accordance with Section 2 of the Children Act 1989 (England and Wales), Sections 106 of the Children (Scotland) Act 1995 and Sections 5-7 of The Children (Northern Ireland) Order 1995.

The only exception to this is in the event of a cadet requiring urgent medical treatment, including any emergency operation, when parents, guardians or carers are unable to physically give consent and they have delegated this responsibility on a medical consent form and certificate of health.

If the guardian of a cadet is designated as the Local Authority Social Services Department, but the cadet has been in long term care of foster parents or become very close to their foster family then, for minor issues, the cadet leader should consider whether it is more appropriate to contact the foster parent in the first instance.

Any serious issues will need to be discussed with Social Services and cadet leaders are to ensure that they are in possession of the details of a point of contact in Social Services for the cadet.

A Pocket Guide to Safeguarding is available on the Marshall Resource Library for all Cadet Parents/Guardians/ Carers and can be accessed by going to [Login - Marshall Volunteer Portal \(vpc.police.uk\)](https://vpc.police.uk)

There are several public buildings, which may include swimming pools, sports centres, etc., that have a clearly defined policy of not allowing the taking of photographs or videos under any circumstances and, in these instances, such policies must be followed.

You can read more on the Photography and Video Policy within the Volunteer Police Cadet Unit handbook which can be found in the [Marshall Resource library](#)

8. Positions of trust

Although young people over 16 years of age can legally consent to some types of sexual activity, they may still be relatively emotionally immature. It is essential; therefore, that those who have a responsibility for them recognise this vulnerability and make sure it is not exploited.

It is also important that those in a position of trust have a clear understanding of the responsibilities this carries to ensure they do not abuse their position or put themselves in a position where allegations of abuse, whether justified or unfounded, could be made.

An individual in a position of trust may have the power to confer advancement or failure. The relationship may also be distorted by fear or favour. It is therefore vital for all those in such positions of trust to understand the power this gives them over those they care for and the responsibility they must exercise consequently.

A position of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity.

Adult members of staff need to remain sensitive to any children who appear uncomfortable, for whatever reason, should recognise the potential for such activities to raise concerns or lead to misunderstandings. It is not appropriate for adults to take photographs of children for their personal use.

Such a definition on its own could be spreading over a whole range of VPC activities, including day-to-day relationships between adults and cadets of any age. Care is always needed when such a relationship potentially exists, but such a wide interpretation goes beyond what is reasonably defined as a position of trust.

Such relationships also need to be defined by reference to the other party in the relationship, especially where the other party is particularly vulnerable, whether through age or in other personal circumstances. A relationship between an adult member of staff and a cadet cannot be a relationship between equals.

There is potential for exploitation and harm of vulnerable children. All adult members of staff therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. All VPC adult members of staff are, therefore, in a position of trust in relation to cadets.

Where a person aged 18 or over is in a position of trust with a child under 18, allowing a relationship to develop in a way that might lead to a sexual relationship is wrong. A sexual relationship itself will be intrinsically unequal whilst in a position of trust and is therefore unacceptable.

It is also inappropriate since the 'professional' position of trust would be altered. For these reasons, personal relationships between adult members of staff and cadets of any age are not allowed.

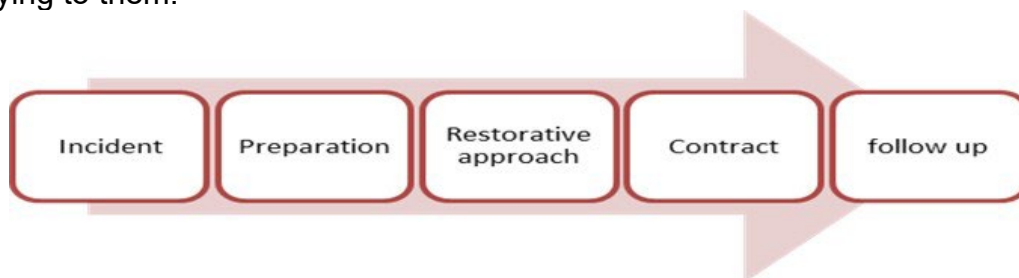
9. Child protection policy

It is the primary responsibility of all adult members of the VPC to safeguard the moral, psychological and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background by protecting them from any form of physical, emotional and sexual abuse or neglect.

10. Anti-bullying

Wiltshire Police Cadets take Bullying very seriously.

As part of our Anti-bullying policy this flowchart has been developed to ensure you understand what can be done to stop bullying and what you or a fellow cadet can expect from your leaders if you report any bullying to them.



You can find details of the Wiltshire Police policy on bullying and harassment within the [Equal Opportunities Policies and Procedures](#) on SharePoint and more information within the VPC Unit Handbook.

11. Communications

To safeguard ourselves from allegations we must use the Marshall Volunteer Portal for communications. All personal information, all events and all messages (message boards and private messaging) must be via the VPC Portal.

All adult leaders should be reminded not to use closed social media groups such as Facebook, WhatsApp and other social media platforms with Cadets / or send private message Texts to cadets and that the Marshall platform has been developed to provide a safe solution.

Unit leaders should not give out personal mobile telephone numbers or email addresses and ALL communication is via Marshall, unless under exceptional circumstances and Cadet HQ are then informed.

We can expect scrutiny at a very senior level as this request will be circulated to chief officers for their awareness and support for you in this area.

The Chief Constable Kier Pritchard has made it clear that he expects all Cadet Units to use the VPC Marshall Portal for their needs.

Cadet Leaders must not be “friends” with Cadets on any social media network in a private capacity.

12. Equality, Diversity and Inclusion

VPC is an inclusive organisation and all young people should be encouraged to join. Cadet leaders are at liberty to alter and adapt cadet activities and events to allow inclusion of any cadet with special requirements, within reason.

VPC leaders should always consider adjusting where it is reasonable to do so in order to support and enable the person. See [appendix A](#) for examples of Social Exclusion.

However, it is accepted that in extreme cases some youths require constant close supervision and care and the cadet's structure cannot provide this.

The benefits to the young person should be weighed against the impact of the required adaptations when deciding if an applicant can be accommodated, Cadet Leaders should make every attempt to accommodate all potential applicants and their needs and should note their justifications at the Interview.

Specialist support and advice in working with children with special needs can be found by accessing Local Authority Children's Services and Local Community and Voluntary Services.

Therefore every Unit will aim to have a minimum of 25% of their total Cadet numbers who are considered vulnerable and Cadet HQ will engage with SWIFT and Early Intervention colleagues.

13. Discipline

All Police Cadets are expected to maintain high standards of conduct, performance and commitment at all times whilst performing as a Police Cadet for Wiltshire Police.

It is important that all Police Cadets are treated fairly and with full transparency when they have breached the Code of Conduct in anyway.

You can find the full policy with more details within the Wiltshire Police Cadet Unit Handbook. Each Unit leader has a copy and is available within the Cadet Unit docs area on SharePoint.

14. Child Exploitation

Any concerns regarding the exploitation of a child shall be dealt with in accordance with Force policy on each subject matter. Links to such policies are found below, including but not limited to:

Sexual

The definition of CSE is:

'...a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.'

Wiltshire Police provide information and guidance to all police officers and staff on [Child Sexual Exploitation \(CSE\)](#) on SharePoint.

Modern Slavery

Slavery is not confined within history, nor to distant countries. Slavery occurs across the globe, within the UK and within Wiltshire. Slavery can occur within plain sight or behind closed doors and can affect anyone, regardless of class, education, gender or nationality. This type of crime is complex and often a result of sophisticated organised exploitation.

You can find more information on the [Modern Slavery and Human Exploitation \(MSHE\)](#) SharePoint site.

Gangs

You can read more on gangs on the [Child Sexual Exploitation \(CSE\)](#) on SharePoint.

Radicalisation

Prevent is one part of the Government's CONTEST strategy.

CONTEST's aim is to reduce the risk to the UK and its interests overseas from terrorism, so that people can go about their lives freely and with confidence.

Like CONTEST the Prevent strategy addresses all forms of terrorism and violent extremism. Its overarching aim is to stop people becoming terrorists or supporting terrorism and violent extremism. It has three objectives (the three 'I's):

- Responding to the extremist **ideological challenge** and those who promote it
- Preventing **individuals** from being drawn into terrorism or violent extremism and ensuring they are given appropriate support and advice
- Working with **sectors and institutions** where there are risks or radicalisation which need to be addressed.

You can read more on gangs on the on the [PREVENT](#) SharePoint page.

15. Complaints

Any Cadet, parent/carer/Guardian, member of public can make a formal complaint about a Cadet, police officer or staff member. This can be done by completing [Form 330](#) or by following this link to [Wiltshire Police website](#).

However, as stated within the Cadet Information: A guide for cadets, parents and guardians, your child's time in cadets you should raise this with the unit leader or with the Citizens in Policing Supervisor by emailing cadets@wiltshire.police.uk

Cadets are also provided with the National VPC pocket guide to safeguarding which provide advice on what to do should they or the parent/guardian have concerns.

16. Whistleblowing

This procedure is for adult volunteers. As an adult volunteer, you must understand and follow this procedure when you use the whistleblowing policy.

Firstly, and for the VPC whistleblowing policy to apply, you must be giving your information to us in good faith.

This means that you must believe it to be substantially true and you must not act maliciously or make false allegations or seek any personal gain.

You can find the Wiltshire Police [Reporting Wrongdoing Policy](#) on SharePoint, along with the NVPC policy within the [Unit Handbook](#) or via the Resource Library on Marshall.

17. Referral and Early Help

Every Unit will aim to have a minimum of 25% of their total Cadet numbers who are considered as "vulnerable" and Cadet HQ will engage with SWIFT and Early Intervention colleagues to ensure we can adhere to this.

Please refer to [Appendix B](#) for the process map.

18. Recruitment and Selection (Police Cadets)

Recruitment opens once a year, around April time with new cadets (probationers) joining in September with an induction day to undertake First Aid, use of radio and getting to understanding the values and behaviours of Wiltshire Police and expectations on more detail of being a Police cadet.

Places available are based on the number of police cadets that have left during the year or will be leaving in July as they have turned 18.

Recruitment is led by Cadet HQ and Unit Leaders are involved in shortlisting prior to the invites to Meet and Greet sessions are sent out. Meet & Greet events are led by the senior Cadets of each unit. These meet and greet sessions will take place in early July.

The process for recruitment is as follows:



***1:** It is Force policy that all uniform and equipment, particularly badged items, are recorded against the individual record of the Cadet. All items are allocated stock from the warehouse on the Forces asset management records system.

The cadet uniform includes hi-vis jackets, hi-vis tabards, cadet fleeces, polo shirts and caps/bowlers/Baseball cap, which are all Police badged items and therefore must be recorded on the individual record for accountability and security purposes.

***2:** Please note that as per policy Cadet Unit Leader/Cadet HQ are also responsible for the return of all uniform and equipment to Stores when a Cadet leaves the Force.

Likewise if a cadet should lose any of their uniform then a [form 232](#) should be completed and sent to us prior to requesting replacements.

18.1. Meet and Greet event

A meet and greet session is open to those cadets who have been offered a provisional place and they are invited to attend with their parent/guardian/carer.

The probationer cadets will hear from current cadets about the history of the unit, what they do and from personal experiences of being a cadet.

The session will give them and their parent/guardian/carer an overview on what safeguarding is in place and the support available to the young person while they are a cadet. This will also cover the NVPC Marshall Portal and what it is used for.

The cadets and parent/guardian/carer will be given information regarding the required health and permission form which is completed as part of the account set up on NVPC Marshall portal and why this is an important document.

The event is also the opportunity to provide the parent/guardian/carer with information on expectations and the immediate next steps in the final recruitment process. This is when the Unit leader will carry out local intel/Niche checks on the young person and immediate family, as provided in the application form. As part of the application form, the parent/guardian/carer will have ticked the box to agree to this being undertaken.

18.2. Induction

All new probationer cadets will attend an induction event at Police HQ where they will get to meet all the probationer cadets and other unit leaders.

The session will cover aims of VPC, Code of ethics, values and behaviours amongst other topics. The cadets will also sign up to Marshall and have an input on how to use it. The cadets will also provide their uniform measurements.

As part of the Marshall set up, the cadet and their parent/guardian/carer will complete a Health & Permission form. On completion of this form the parent/guardian/carer are giving consent for the young person to take part in all VPC activities which includes being part of video and photographs of the young person in their role as a Police Cadet.

18.3. Probation

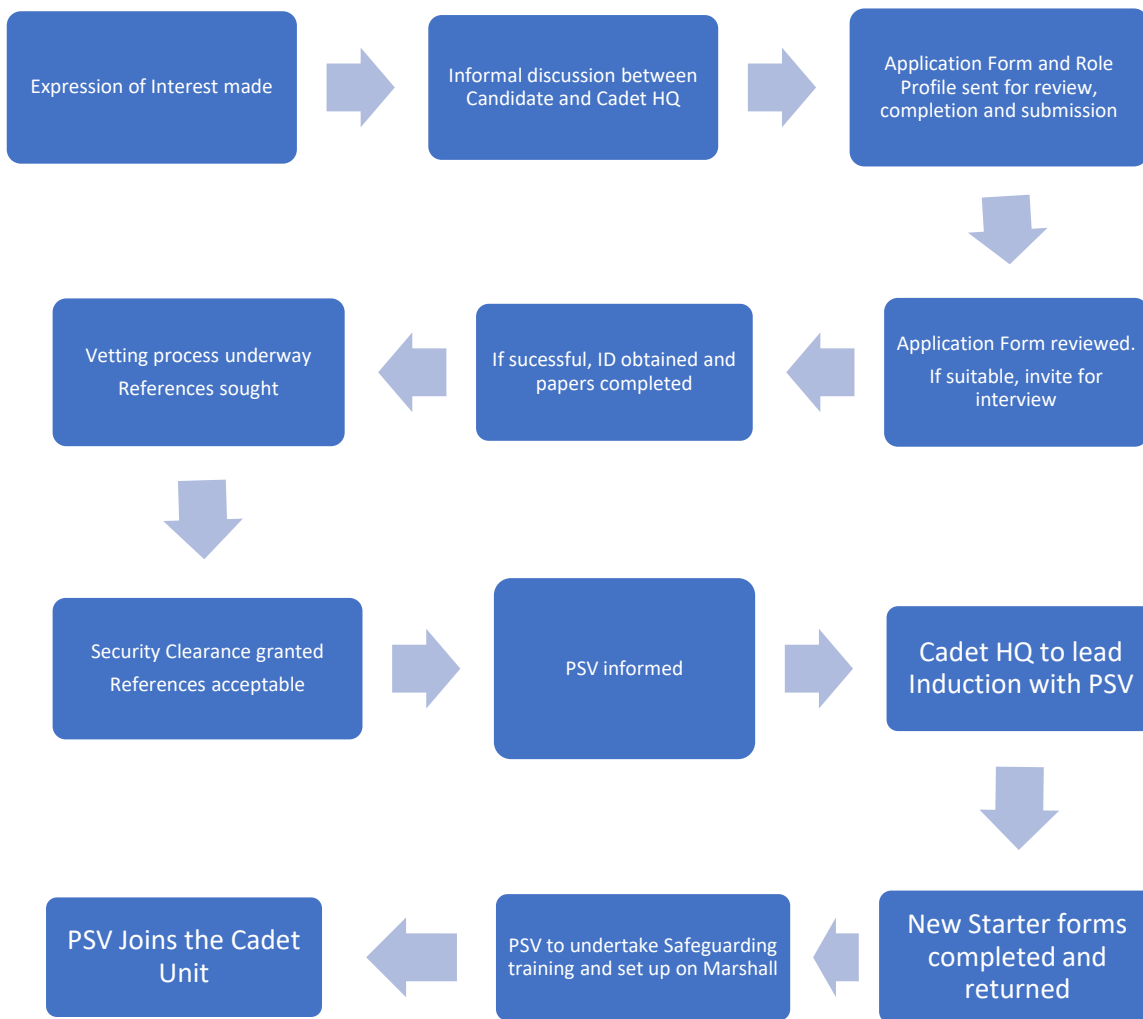
All probationer cadets are on probation for 3 months during which they will have 3 1:1s and the opportunity to discuss their progress with the unit leader, alongside their parent/guardian/carer at the end of the 3 months.

19. Recruitment and Selection (Leaders)

All Cadet Police Support Volunteers MUST be recruited through the Citizens in Policing Department.

No Police Support Volunteer will be eligible to attend any Cadet Session or engage in any Cadet activities or tasks until they have received Force vetting clearance, a full CiP induction which includes Risk Assessment and VPC Safeguarding training.

A confirmation will be sent to Unit leader and the new PSV Cadet Leader. This also includes any cadets who have left and wish to return as a unit leader.



All Cadet Police Support Volunteer Leaders must complete the online Safeguarding Awareness Course, Level 2 and the VPC Introduction to Safeguarding, level 3 within 6 months of joining.

This requirement of training is mandated by the force Designated Responsible Officer.

19.1 Induction

Adults who provide support to Police Cadets on a regular basis will undertake an induction which is given by members of Cadet HQ and provides the information on how to access the mandatory training.

19.2 Probation

After 3 sessions, the Cadet HQ Supervisor will arrange a 1:1 with the PSV Cadet leader; After 6 sessions, the Cadet Co-ordinator will arrange a further 1:1 with the PSV Cadet leader.

These 1:1's are an opportunity for the PSV to discuss any issues or concerns or to ask for some support. If there are no concerns, the final 1:1 after 10 weeks will be between Cadet Co-ordinator, PSV Leader and the Unit leader.

20. Leavers

It has been clearly documented during recruitment, that once a Cadet reaches 18, they finish their time as a Police Cadet. Wiltshire Police have several options available to the Cadet:

Once the Cadet reaches 18, they have the following options:

- The Cadet can decide to leave;
- The Cadet can stay with the unit until the end of that academic year. This will allow the Cadet to complete the full year and complete the leadership programme;
- The Cadet can request to become an Adult Cadet Leader. This is not an automatic right; the Cadet will be required to submit an Expression of Interest.

This application will be reviewed by the Force Cadet Lead and references will be sought and treated the same as any other new Police Support Volunteer.

The Cadet can apply to be a Volunteer, Special Constable, PCSO, PC or member of staff within Wiltshire Police (Go [Careers | Wiltshire Police](#) for more information)

The Cadets can also find out more about our career apprenticeships at [Careers | Wiltshire Police](#)

Before making any decision, talk to your Cadet Leaders, parents, anyone who could give you guidance. We will support you in whatever decision you make.

As a Cadet progresses into the Senior ranks of the Cadets, they will receive continuous professional development and leadership training which will cover the options listed above, to help them decide where they may want to progress to within Wiltshire Police, but also specific support should they be looking at further education and away from volunteering.

If you decide to continue as a Cadet until the end of the year, there will be additional safeguarding processes put in place for you.

Your Unit leader or Cadet HQ will be able to advise you of these when they need to be implemented.

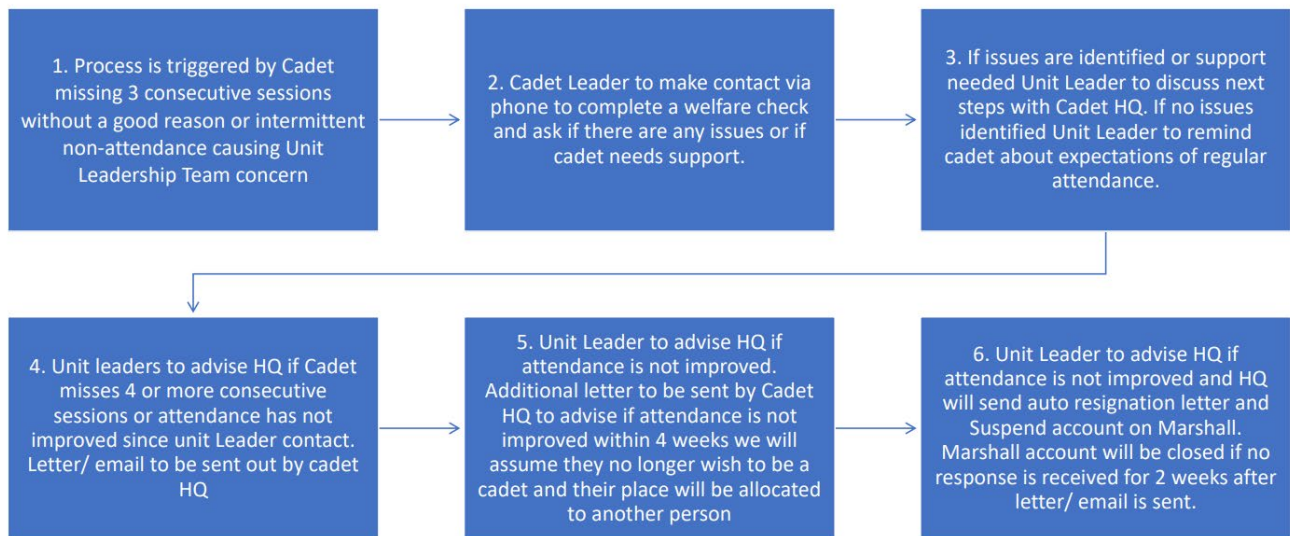
This will include a specific Risk Assessment for activities outside/away of your normal meeting place/session and for all overnight activities.

Note for Unit leadership Team:

The Risk Assessment referred to above will be written by the force Health & Safety lead and Cadet HQ Supervisor, at the request of the Unit leader, where an 18-year-old Cadet participates in any activity which takes places outside/away of/from the normal meeting place/session and for all overnight activities.

20.1 Auto-Resignations

The auto-resignation process will start when a cadet has not attended 3 consecutive Police Cadet sessions, without any notification. The process map is shown below with additional guidance.



1. At this point the cadet is referred to the Safeguarding Log by Unit leader. Cadet HQ can then also monitor attendance via Marshall events and the session register;
2. Cadet Unit leader to make a telephone call to the parent/guardian;
3. Seek support from Cadet HQ if needed;
4. If further sessions are missed, refer to Cadet HQ and request a letter to be sent. Cadet HQ can continue to monitor attendance via Marshall;
5. Cadet HQ to advise when letter is sent; Unit leader to update Cadet HQ if no attendance and no contact made from Cadet or parent within 4 weeks of letter and a further letter is sent. Cadet HQ can continue to monitor attendance via Marshall;
6. Final letter is sent informing that resignation process has been triggered.

20.2 Exit Interviews and Surveys

For Cadets who are leaving as they have turned 18, an exit interview is carried out by the Unit leader and their Marshall account is suspended.

Once this has been done, Cadet HQ will review the exit survey and will close the account formally.

Any cadet that leaves during the year will be sent an exit interview via email for completion and the Marshall account suspended. This will be carried out by Cadet HQ.

21. Health & Safety

21.1 Risk Assessments

The Volunteer Police Cadet Scheme has a Generic Risk Assessment. In addition, all activities will be suitably risk assessed (Operational Risk Assessment) with examples being stored in the Cadet Unit docs area on SharePoint, along with various templates for the many options of events and activities. The main GRA is held by health & Safety.

All cadets must be properly briefed on the hazards of the activity, and control measures should be put in place to reduce or eliminate the risk of injury.

Each activity must have a risk assessment and must consider the ability of the Cadets and the ratio of Cadets to adult supervisors.

Risk assessments must be uploaded onto the Event on the MVP.

If outside organisations/partners are being used to run an activity or an event, then copies of their Risk Assessments must be obtained at an early stage.

The persons conducting the Risk Assessment process on behalf of the VPC should examine these risk assessments to see if they are fit for purpose.

The fact that these risk assessments are in place should be mentioned in the risk assessment produced for the VPC.

If there is any doubt as to whether the outside organisation's risk assessments are suitable and enough for the purpose, then advice must be sought from local Health and Safety department and the licensing authority for the particular activity in question.

Copies of the risk assessments obtained must be kept at the originating Unit and included in any submissions regarding a VPC activity.

If using non police premises, please get a copy of their risk assessment and insurance certificate.

21.2 Emergency Situations

If a Cadet Leader is ill or injured whilst involved in a Cadet meeting, event or camp, leaders will deal with the incident according to prevailing circumstances.

Priority will be given to maintaining a safe environment for everyone present and rendering appropriate first aid for all involved in the incident.

Once the incident has been brought under control, consideration will be given to informing the designated emergency contact officer of the situation to:

- Seek guidance and instruction in dealing with the on-going situation;
- Consider whether a formal investigation should commence; and Inform next of kin.

The normal manner of informing next of kin will be through Cadet HQ. This allows for a calm and thought out approach to passing on the information by someone not directly involved in the incident.

People present at the incident will be discouraged from making direct contact with next of kin as this kind of contact is often highly charged and conveys an impression that the incident is a great deal more serious than might be the case.

21.3 First Aid

Two staff members of each Cadet Unit must be First Aid Trained (Emergency First Aid at Work 1-day course).

All Wiltshire Police Officers, Special Constables and PCSOs are fully trained and competent in First Aid. To support this, Police Support Volunteer Cadet leaders are to be appropriately first aid trained.

We aim to provide all Probationer cadets with first aid training which will be delivered by Wiltshire Air Ambulance either at their induction session or within the first 6 weeks of joining.

A refresher session will take place when a cadet becomes Junior which is around 3 years later.

A first aid kit will be available at all sessions and events.

21.4 Injury

Any Cadet or Adult leader that is injured or has a near miss will be required to complete an incident reporting form ([Form 477](#)). This form and the process can be found within the Cadet Unit Handbook and “Cadet Unit docs” folder on SharePoint. The completed form is passed to Cadet HQ via cadets@wiltshire.police.uk.

You can find the Force & VPC Near Miss Process in [appendix C](#).

21.5 Transportation

The safety of the Cadet is paramount.

Vehicles fitted with seatbelts must be used. Vehicles must not be overloaded, and safety exits must not be obstructed.

Drivers must be qualified / licensed for the type of vehicle and the use to which it is being put. When minibuses are used, the driver must also have the relevant qualifications, (e.g. MIDAS certificate when using local Authority vehicles).

Reference must be made to local [Police Driver and Vehicle policies](#). This is to ensure that legal and relevant regulations are being adhered to. More information on the Cadet requirements can be found in the Unit Handbook.

22. Data Protection and GDPR

There are 6 principles on which data protection is based upon. The Data Protection Act 2018 incorporates the General Data Protection Regulation (GDPR) and the Law Enforcement Directive (LED). It is our responsibility as an organisation and as individuals to comply with these principles.

If we do not follow these rules, then we may be in breach of the Act and could be prosecuted for it.

For more detail please see the Wiltshire Police [Data Protection Policy](#) and [New data protection legislation](#) which was introduced on Friday 25 May 2018.

POLICY AIM

To provide governance and guidance on the management and safe administration of the volunteer police cadet scheme and the health and safety of the cadets.

APPLICABILITY

All police officers and police staff, including the extended police family and those working voluntarily or under contract to Wiltshire Police and all Wiltshire Police cadets.

LEGAL BASIS AND DRIVING FORCE

The National VPC is a part of the wider National Citizens in Policing portfolio. All forces operate under the National Police Chiefs' Council supported framework, sharing the common Aims and Principles of the VPC across England & Wales.

The following legislation is relevant to this policy:

Children Act 1989

Health, Safety and Welfare at Work Act 1974

Police Act 1997

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

Generic Risk Assessments: [GRA005](#), [GRA1](#), [GRA72](#), GRA73

Operational Risk Assessment

[Wiltshire Police Cadet Unit Handbook](#)

[Police Code of Ethics](#)

[Equal Opportunities Policies and Procedures](#)

[Reporting Wrongdoing Policy](#)

[Driving and Use of Police Vehicles Procedure](#)

AUTHORISED PROFESSIONAL PRACTICE

There are no associated Authorised Professional Practice areas at present.

DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this policy will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the Force [Data Protection Policy](#).

FREEDOM OF INFORMATION ACT 2000

This document will be assessed for suitability for public release when final draft adopted.

MONITORING AND REVIEW

This policy will be reviewed every two years in the light of any national policy or procedural change, changes to law or Force strategy and in light of any feedback received from volunteers and staff or at such other times as may become necessary.

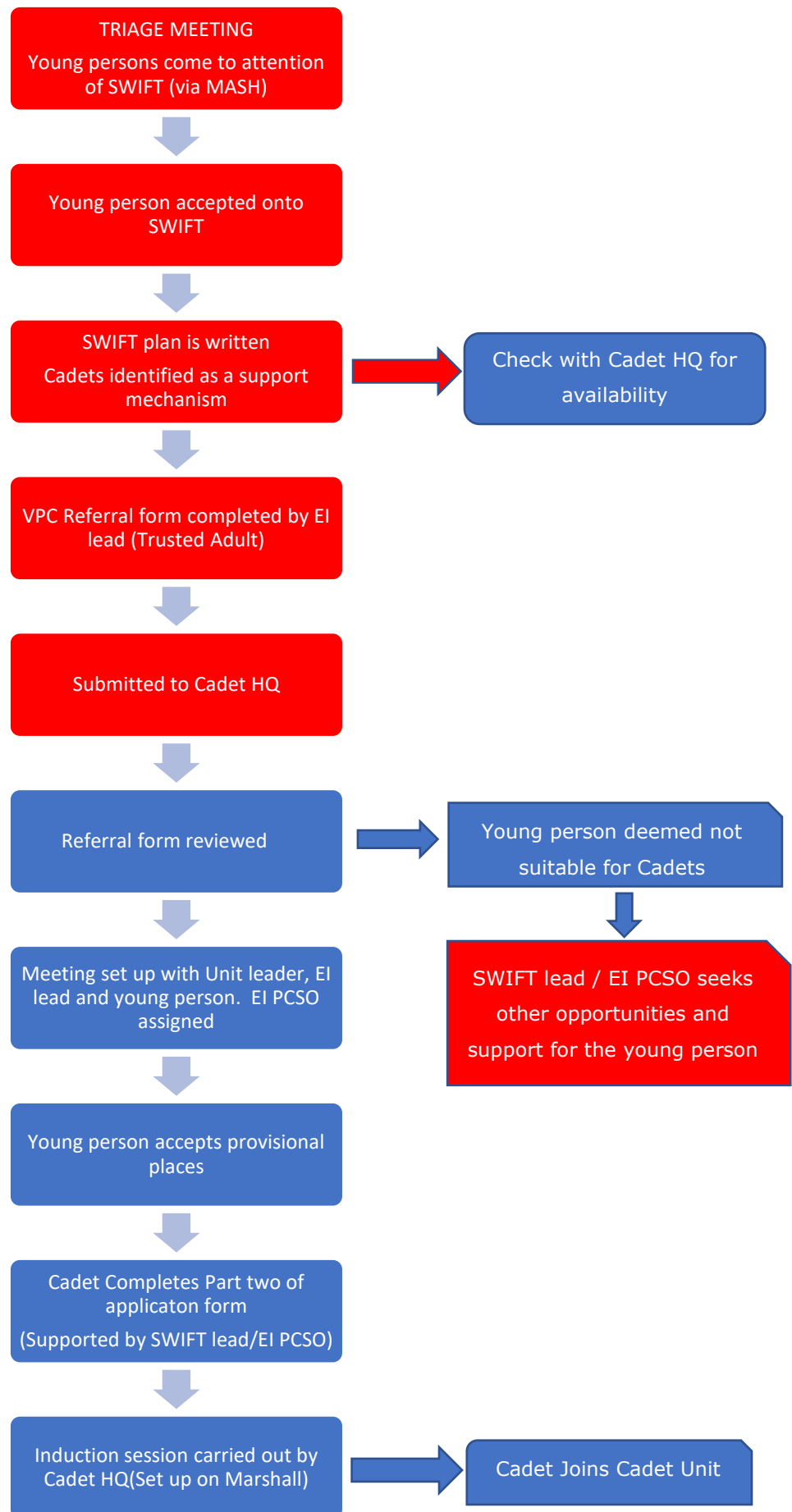
WHO TO CONTACT ABOUT THIS POLICY

The Citizens in Policing Manager is responsible for this procedure. All queries relating to this procedure should be directed to the Citizens in Policing Manager or the Citizens in Policing Supervisor.

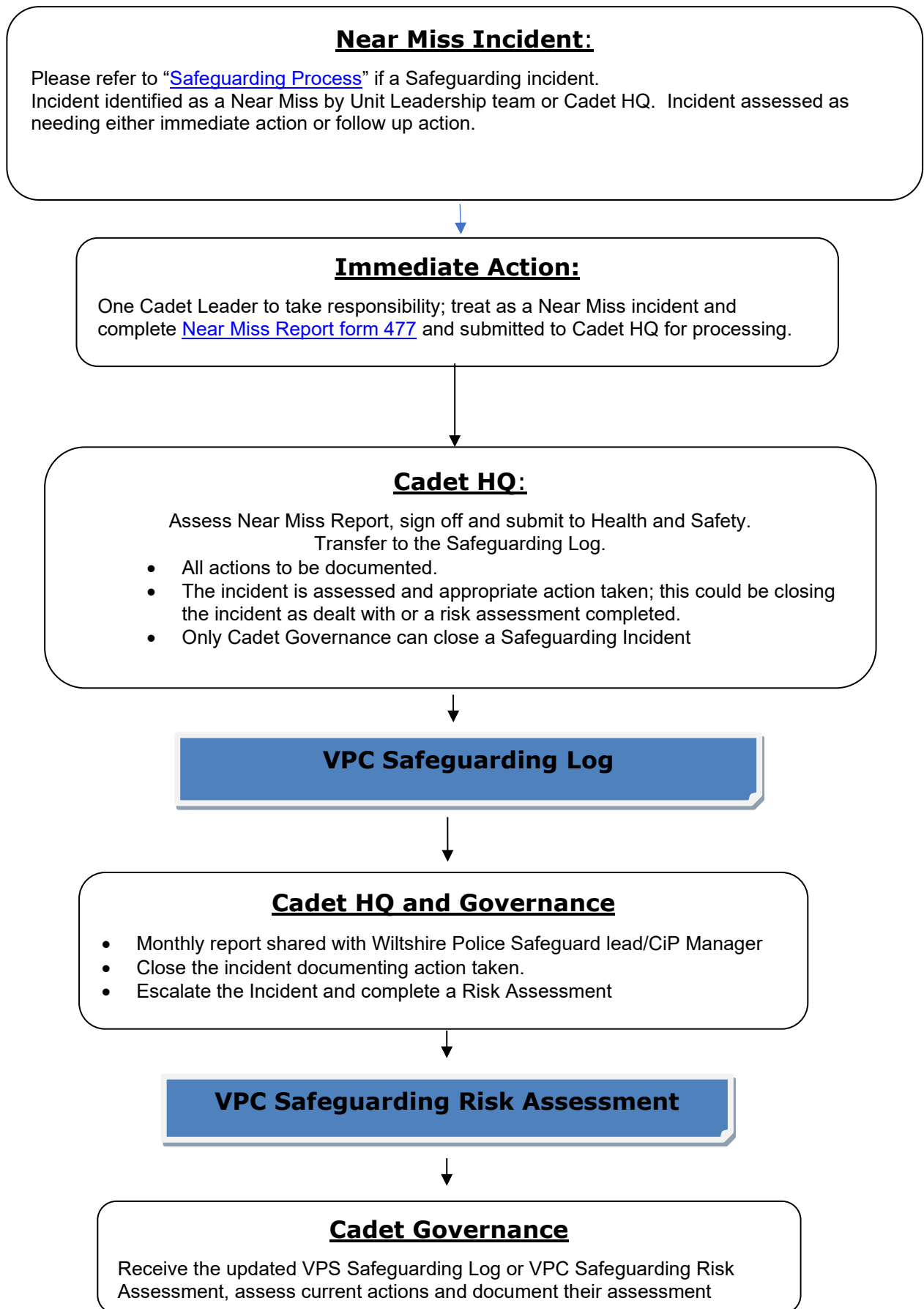
Appendix A: Social Exclusions

Vulnerable to Social exclusion	Vulnerable to Abuse	Vulnerable to committing crime	Or for any reason they may not achieve all the following:
<ul style="list-style-type: none"> • Through disability • Through language barriers (Inc. Dyslexia etc.) • Through cultural barriers • Through isolation or commitment (young carers etc.) • Vulnerable to Financial exclusion • Vulnerable to Educational exclusion 	<ul style="list-style-type: none"> • Emotional • Physical • Sexual • Psychological 	<ul style="list-style-type: none"> • Due to domestic influences • Due to social influences • Due to peer pressure • Vulnerable to re-offending • Vulnerable to be a victim of crime • Vulnerable to the effects of Fear of Crime 	<ul style="list-style-type: none"> • Be healthy • Stay safe • Enjoy and achieve • Make a positive contribution • Achieve economic well-being

Appendix B: Referral and Early Help Process



Appendix C: Force & VPC Near Miss Process



DOCUMENT ADMINISTRATION

Ownership:

Department Responsible: Citizens in Policing
Policy Owner/Author: Supt. Phil STAYNINGS / Jenn HOLTON
Technical Author:
Senior Officer/Manager Sponsor: ACC Local Policing and Partnerships

Revision History:

Revision Date	Version	Summary of Changes

Approvals:

This document requires the following approvals:

Name & Title	Date of Approval	Version
Force Policy Officer	31.05.2022	1.0
ACC Local Policing and Partnerships	30.05.2022	1.0
JNCC (Not required for all policies)	N/A	

Distribution:

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief		
Email to relevant affected Staff/Officers		
Other: (state method here)		

Equality Impact Assessment:

Has an EIA been completed? If no, please indicate the date by which it will be completed. If yes, please send a copy of the EIA with the policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:
--	--

Consultation:

List below who you have consulted with on this policy (incl. committees, groups, etc):

Name & Title	Date Consulted	Version
UNISON, Police Federation	08.02.2022	0.6
Helen MILNE-DAY (HR Business Partner, Strategy and Policy)	08.02.2022	0.6
Sarah SOMERS (Head of Health & Safety)	08.02.2022	0.6

Implications of the Policy:

Training Requirements

As detailed throughout the policy.

IT Infrastructure

No additional IT infrastructure required.