



Volunteer Police Cadets (VPC) Policy (922/2021)

Abstract

This policy provides an overview of the Volunteer Police Cadet Scheme operating across the Force.

Policy

1. Introduction

1.1 The Volunteer Police Cadets (VPC) Scheme is the National Police Chiefs' Council (NPCC) recognised uniformed youth group of policing in England and Wales. This policy ensures that there is a framework, governance and a consistent process across Sussex Police for the recruitment, deployment and management of cadets. It also outlines the policy and principles relating to safeguarding procedures and guidelines in relation to all members of the VPC Scheme.

2. Scope

2.1 This policy covers the recruitment, deployment and vetting process for all members of the VPC Scheme.

3. Policy Statement

3.1 The Force fully supports the [VPC Scheme](#) as it encourages young people (13 to 18 years of age) to undertake constructive, challenging and enjoyable activities in their free time whilst upholding the [Code of Ethics](#) and standards of Sussex Police.

Procedure

1. Statement of Purpose

1.1 The purpose of the VPC Scheme is not to recruit police officers of the future. Instead the Force provides opportunities to young people providing them with a practical understanding to policing encouraging the spirit of adventure and good citizenship amongst its members. The Force believes that every young person deserves the opportunity to thrive regardless of their background, including those who may be vulnerable to the influences of crime and social exclusion. The Force aims to build resilience in our young people enabling them to develop skills to achieve and make a positive contribution to society.

Sussex Police have 9 established VPC units with a 10th unit due to open in 2021. The units are run entirely by police officers, special constables (SCs), police staff and Police Support Volunteers (PSV) in their own time and are fully inclusive, being open to young people from all backgrounds and communities.

2. Roles

2.1

<p>Assistant Chief Constable (ACC) (Neighbourhood Policing)</p>	<ul style="list-style-type: none"> • Has overall responsibility for the VPC in terms of funding, development and practices in relation to recruitment, retention and use of cadets.
<p>Chief Inspector – Force Lead</p>	<ul style="list-style-type: none"> • Liaison between cadet co-ordinator, units and Citizens in Policing Board • Advises and manages processes around grievance and disciplinary matters involving cadets.
<p>Cadet co-ordinator (Based at Lewes Headquarters)</p>	<ul style="list-style-type: none"> • Maintain contact with cadet leaders and assist with development of their units. • Organise training for leaders • Ensure that VPC policy is followed to deliver a consistent cadet programme. • Act as liaison between National VPC and units. • Safeguarding Advisor for VPC units.
<p>Inspector (usually Neighbourhood Policing / Prevention Inspector)</p>	<ul style="list-style-type: none"> • Supports the VPC scheme by identifying and releasing suitable individuals to deliver the programme within their area. • Meets regularly with VPC leaders to review progress of the unit and to ensure the unit's compliance. • Advise and manage processes around grievance and local disciplinary matters involving cadets.
<p>Unit Supervisor (Sergeant / police officer)</p>	<ul style="list-style-type: none"> • Main point of contact between Divisional Command Teams and the Unit. • Supervises the leadership team to facilitate the weekly running of the unit in accordance with Force policy. • Oversees ongoing recruitment, training and development of unit.
<p>Assistant Leader (Police officer, SC, contracted member of Sussex Police staff or approved PSV)</p>	<ul style="list-style-type: none"> • Works with Unit Supervisor to ensure the efficient running of the unit.

3. Intentions of the VPC

3.1 VPC Aims:

- Promote a practical understanding of policing amongst all young people
- Encourage a spirit of adventure and good citizenship
- Support local policing priorities through volunteering and give young people a chance to be heard
- Inspire young people to participate positively in their communities.

3.2 Principles - Each cadet unit should:

- Engage with young people between 13 and 18 years old
- Hold 2-hour weekly meetings during the school term, at the discretion of the Unit leadership team. The option of virtual meetings (through Zoom) is also available.
- Encourage the leadership skills of cadets identified and developed by unit leaders.
- Follow the National Cadet Curriculum, with resources and lesson plans provided by the National VPC through their [website](#).
- Maintain a direct link with the local Neighbourhood Policing Team (NPT) for awareness of local policing priorities.
- Support their cadets to volunteer and assist the NPT with social actions, community and crime prevention events (under the VPC Scheme the suggested guidelines are 3 hours per month per cadet (or equivalent), accepting this may not be possible in all cases / circumstances.
- Aim to have a body of cadets that is reflective of its community
- Every unit will aim to have 25% of their total cadet numbers who are considered as 'Vulnerable'. For the purpose of the VPC, a young person is considered as 'Vulnerable' if they are:

Vulnerable to Crime

- Vulnerable to committing crime
 - Due to domestic influences
 - Due to social influences

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

Vulnerable to Exclusion

- Vulnerable to social exclusions
- 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

Vulnerable to Abuse

- Emotional
- Physical
- Sexual
- Psychological

OR for any reason they may not achieve all of the following:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

4. Governance

4.1 Strategic Oversight

A VPC leaders group will meet on a regular basis (approximately every 6 - 8 weeks), at a meeting chaired by the current Force Lead (Chief Inspector). They will have responsibility for implementing the policy and strategy as set by the National VPC and Citizens in Policing board (CiP). Any significant issues raised by the leaders at this meeting will be escalated to the CiP board.

The NPT on the 3 Divisions (East Sussex, West Sussex and Brighton and Hove) will have responsibility for monitoring their local units, especially in terms of leader availability, ratios, finance, safeguarding and the continuous support of their leaders. The Cadet co-ordinator will identify relevant leader training and ensure that this is offered to leaders to encourage professional development. Additionally, the co-ordinator will ensure training is kept up to date and current, and regularly renewed where required. For chain of command within Sussex Police please see section 2.1. Management Structure.

4.2 Safeguarding

The Force provides a safe and secure environment where young people can meet with others to learn about policing and policing issues, contribute to community initiatives and have fun. The public expect and deserve to have trust and confidence in the police and this is even more so when this comes to protecting young people in our care when participating in activities organised by the Force.

In line with guidance from the National VPC Scheme regarding safeguarding, a procedure and chain of command is as follows:

- National Safeguarding Manager
- Force Strategic Lead – ACC
- Chief Inspector
- Cadet co-ordinator
- VPC unit supervisors and leaders

Leaders complete mandatory Safeguarding training as part of the induction when joining a unit and annually thereafter. Leaders are given a card which provides guidance for how to deal with issues and where to go for assistance, should the need arise.

Cadets and parents / carers are provided with information relating to safeguarding, data protection, security and other relevant issues either before or on joining a unit. Cadets are required to sign a code of conduct agreement to say they understand and abide by the specified guidelines. This should be signed in the presence of a responsible adult.

Further information can be found in the following documents

[National VPC Safeguarding policy](#)

[National VPC Safeguarding guidance A – Z](#)

[National VPC Child Protection Referral Process Flow Chart.](#)

A Force Safeguarding document is available, which sits alongside those above, but provides additional information on a local level. This is available via email from the cadet co-ordinator.

5. Cadet Leaders

5.1 The team should consist of an operational officer (preferably a Sergeant or above, although it is recognised that this is not always possible, due to the available volunteers) who will be the main point of contact for that unit. They will be assisted by other officers, SCs, Police Community Support Officers (PCSOs), police staff and PSVs.

5.2 Code of Conduct

All leaders agree and sign a Force VPC Code of Conduct, which outlines the expectation to act as a good role model at all times whilst with the cadets, and to maintain the discipline and order of the unit.

Only the most exemplary behaviour will be accepted by the Force as this not only promotes a positive culture but also a safe working environment.

If a leader does not meet the required levels of behaviour, they will be asked to leave the scheme.

5.3 Recruitment

Leaders who are willing to take on the responsibilities that running the cadet unit brings are drawn from the existing workforce.

It is possible for a police officer to become a cadet leader whilst still in their probationary period, however, it is not advisable for them to take on the role as full unit supervisor until that period has ended. This is because of the extra work that looking after a cadet unit entails.

Leaders can be recruited in a variety of ways including, advertisements, word of mouth, or requests from managers. Following an informal interview, the applicant will need to complete the e-recruitment process through Talentlink.

All cadet leaders are required to be vetted upon recruitment in line with the National Vetting Codes of Practice and Joint Force Vetting Policy (Surrey and Sussex) (592)

Cadet Leaders are required to be vetted to Management Vetting Level (MV). This requires completion of a finance form alongside the usual vetting form and a supervisory appraisal will be obtained, which is completed annually by your supervisor. Please see vetting link above for further information about MV clearance.

All leaders, regardless of their role or background, must also have enhanced and barred list checks carried out through the Disclosure and Barring Service (DBS) in order to comply with the standards required for providing a regulated youth activity.

This is in addition to any other vetting carried out for their employed role. These will require regular renewal, which will be prompted by the cadet co-ordinator and in liaison with the VPC Safeguarding Lead and Joint Force Vetting Unit (JFVU) Manager.

Once all checks have been completed and are satisfactory, if the leader is a PSV, a Force Identification Number and staff identity card will be issued. They will be asked to complete a Leaders Code of Conduct Agreement (see above) and sign the Official Secrets Act 1989.

5.4 Contact

Communication with cadets, for police cadet purposes, should always be made using Marshall Volunteer Platform (MVP). Social Media MUST NOT be used for communication between adult volunteers and police cadets. There must be no contact with cadets under the age of 14 years directly – communication should be with the parents / carers. Leaders must not disclose their personal phone numbers or email addresses to cadets or engage in personal, non-cadet related conversations.

Should a cadet attempt to make contact with a leader they must be redirected and no further communication made.

For those leaders who are in a relationship e.g. parent and child where the child is a Cadet in that unit, this rule does not apply.

When you contact parents / carers or cadets over 14 years by email or online you should:

- Use language that is suitable. Try to avoid any words or phrases that could be misinterpreted or misconstrued
- Ensure that any images you send are appropriate and that external hyperlinks you include do not lead to inappropriate content
- Always copy a parent / carer in to any messages you send to a cadet. Individual instant messaging between young people and leaders is discouraged.

Leaders or cadets may not share any material that does not belong to them on social media, and the appropriate permissions from the individual must be in place prior to publication. This refers to photos or videos. Refer to Social Media Policy (1086)

5.5 Training

There is no set requirement for VPC leaders to have any specific qualifications or knowledge to apply for the position. However, as part of the role, they will be required to undertake annual Safeguarding training, including Risk Assessments. If the leader is an existing staff member, they are required to regularly refresh their training in Diversity, Data Protection and First Aid. Additional training will be provided as the need arises and leaders will be expected to participate.

5.6 Remuneration

Existing staff will be allowed up to 3 hours per week from their contracted hours to assist in VPC activities, up to a total of 100 per year. These hours will normally be expected to be used for supervising cadets during events in support of local policing and community projects and central aid commitments.

In return for this concession staff should aim to volunteer an equal amount of their own time in support of these and other cadet activities.

Please see section 11 - Summer Camps below for details about remuneration for leaders when carrying out trips away.

Leaders will be entitled to claim any hours worked in excess of their usual duty time or any rest day working (if required) as either 'flat time' i.e. non enhanced time, or as locally negotiated with the Divisional Commander (due to 'flat time' being claimed as overtime not conforming with Police Regulations). This will be appropriately recorded in the SAP duties system.

Where leaders accrue such flat time it is the responsibility of their line manager to ensure this is taken as time off as soon as possible subject to operational demands. In line with Force guidance, leaders are not permitted to have excessive amounts of time in lieu in their SAP quota pots.

Where an individual is already running a unit and moves role or location, their existing commitment to the VPC Scheme will be honoured by the new Division / Department. The amount of hours dedicated to the scheme will be negotiated locally with the Divisional Commander in order to balance the current supervision of the unit against an unreasonable impact on the new Division / Department.

5.7 Ratios

The number of staff required to run a VPC event will depend upon the nature of the activity. Whilst on duty with the cadets, leaders are not to take on any other staff commitments (i.e. answer the radio or be in a role of responsibility for that event) without other support from leaders being available. This is to prevent a situation arising where all of the leaders are diverted, leaving the cadets without appropriate supervision. Should a situation arise where a leader has to answer another commitment (i.e. major incident), meaning that it is not possible to run the session with the correct supervision, the unit **MUST** be dismissed and parents / carers contacted to collect their cadets at the earliest opportunity.

It is necessary to make every effort to safeguard leaders from physical, sexual, emotional harm and neglect while participating in activities, and at no time should a leader be alone with a unit, group or cadet.

The ratios stated below are recommended to be made up of the appropriate gender mix of leaders. At all times, the correct ratio between child : adult must be actively enforced.

- Weekly meetings held within the police establishment require a minimum of 1 Leader for every 10 Cadets
- A weekly meeting outside of the police establishment, (i.e. meeting on a field to carry out a fitness activity) requires a minimum of 1 leader for every 8 cadets
- Attendance at a public event requires a minimum of 1 leader for every 8 cadets.
- Attendance at a cadet camp or holiday requires a minimum of 1 leader for every 8 cadets. The ratio if spending nights away **MUST** include the appropriate gender mix of leaders.
- Additional considerations such as disability, behaviour, environment, age mix, or any other variance identified may require the presence of additional leaders.

6. Cadet Recruitment

6.1 Recruitment and Eligibility

Young people can join the VPC Scheme on or after their 13th birthday. On their 18th birthday cadets become adults and must leave but should be encouraged to return as PSVs.

Cadets can be recruited from all locations, via social media, word of mouth, advertising or recruitment campaigns.

All units have a limit to the maximum amount of cadets that they can enlist, and individuals may be unable to join immediately. In this situation they may need to be put on a waiting list until a space becomes available.

6.2 New Cadet Convictions and Vetting

All cadets are required to be vetted upon recruitment in line with the National Vetting Codes of Practice and Joint Force Vetting Policy (Surrey and Sussex) (592)

Cadets are required to be vetted to NPPV 2 ABBREVIATED level. Authentication of ID is required as part of the vetting procedure as well as permission from a parent. Cadet vetting clearance is valid for a 3 year period before and will be automatically terminated when Cadets reach the age of 18 years. These must not be carried out at a local level.

There may be cases where young people who have convictions for minor offences may wish to join the VPC Scheme. Individuals must be judged on a case by case basis and their involvement risk assessed and balanced against the benefit for the young person.

In some circumstances leaders may wish to implement trial periods or "Acceptable Behaviour Contracts" (ABCs) in order to set clear boundaries. Leaders should always consider that the desire to support a single cadet should never be to the detriment of the rest of the unit.

6.3 Code of Conduct

All Cadets will be expected to agree and sign a Force VPC Code of Conduct, which outlines that they are expected to act as a good role model at all times whilst with the cadets, and to maintain the discipline and order of the Unit.

Only the most exemplary behaviour will be accepted by the Force as this not only promotes a positive culture but also a safe working environment.

If a Cadet does not meet and sustain the required levels of behaviour, they will be asked to leave the unit.

7. Cadets

7.1 Inclusivity

The National VPC is an inclusive organisation and all young people should be encouraged to join. Leaders are at liberty to alter and adapt cadet activities and events to allow inclusion of any cadet with special requirements, within reason and subject to a risk assessment.

Leaders should always consider making adjustments where it is reasonable to do so in order to support and enable the person.

However, it is accepted that in extreme cases some youths require constant close supervision and care and the structure of the VPC Scheme 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. Leaders should make every attempt to accommodate all potential applicants and their needs, and should provide written justifications if they feel they are not able to.

7.2 Discipline

The VPC Scheme is built on a restorative approach to conflict and misdemeanour, and the safety and prevention of crime and conflict is of paramount importance.

Failure to challenge poor behaviour appropriately and consistently suggests that such behaviour is acceptable. Applying a restorative approach to all conflict / poor behaviour is based on the understanding that young people can often display challenging behaviour, and will often make mistakes as part of growing up, so it is important that they have the opportunity to learn from these experiences and do so in a safe environment.

Implementing a restorative process, when done so effectively, may often be enough to resolve conflict, repair harm and prevent further harm. However, there may be times when a restorative approach is not an appropriate form of disposal on its own but can be used to compliment other disciplinary or criminal proceedings.

Under no circumstances will any leader or cadet require or allow any cadet to perform any kind of physical punishment or “reward”.

The use of physical punishment is archaic and is ineffective in the correction of inappropriate behaviour. The VPC Scheme does not condone its use under any circumstances.

The misconduct process is as follows:

- Minor Breach – Words of advice
- 2nd Breach – Written warning
- 3rd Breach – Exclusion from unit unless exceptional circumstances apply
- Serious Breach – Immediate exclusion

Parents / carers **MUST** be informed of any discipline procedures. The cadet co-ordinator should be informed if a cadet is excluded.

7.3 Personnel Files and Information

The personal details of cadets must be entered on the MVP, which is a central database for such information. Leaders must ensure that these details are kept up to date in light current Data Protection guidance. When a cadet leaves the unit, their details must be removed from the system.

7.4 Uniform and Appearance Standards

Cadets are issued a uniform by the unit leader at the end of their probationary period.

Cadets are expected to care for and appropriately store all items that are issued.

Cadets are expected to maintain a high standard of personal appearance and must be clean, neat, tidy and well groomed. Cadets must not chew gum or smoke whilst at VPC meetings, on parade or in public facing roles. When the type of work involved makes a formal standard of dress impracticable, any clothing worn must be presentable and appropriate to the work or activity.

Uniform or clothing that identifies the individual as a police cadet should not be worn openly to and from cadet meetings or events. Cadets should cover uniform or visible logos by wearing an outer layer / coat.

Loss or damage of uniform items must be judged on individual circumstances, but if it is apparent that items have not been suitably cared for, cadets may be disciplined for loss / damage and/or asked to pay for a replacement.

On leaving VPC Scheme, whether due to age or other circumstances, all items of uniform that have been issued must be returned in good order (normal wear and tear being acceptable).

Additional guidelines regarding uniform are available via email from the cadet co-ordinator.

8. Finance

8.1 Cadet units may charge cadets a weekly subscription fee of no more than £1.50 per week.

These funds will form a 'petty cash' for the unit, which can be used for incidental costs. Each cadet unit has a bank account and any cash taken in must be banked at the earliest opportunity, and must not be stored by leaders. Cadets / parents / carers are requested to pay the subscription via a BACS payment into the cadet bank account, rather than paying by cash. If this is not possible, the unit leader will accept the payment and pay into the unit bank account.

8.2 The cadet bank account should be overseen and maintained by one Cadet leader, who is required to submit annual accounts to the Force. The account must have two current, un-associated signatories at all times. If a cadet leader who is also a signatory leaves the unit, they must be removed from the bank account.

8.3 Cadet units may apply for grants for additional funds should they wish to do so, and it is expected that these monies will be reflected in the accounts accordingly.

8.4 Cadet units may accept donations from outside organisations, but may not canvas or request money for services rendered, i.e. cadets helping at an event. Again, these donations must be reflected in the accounts accordingly.

9. Cadet Syllabus

9.1 To keep young people engaged with the scheme the weekly sessions should follow this format.

- Team Building Exercises
- Elements / topics delivered by leaders and cadets which are available in the Resource Library on the MVP (see link below)
- Visiting Speakers
- Practical Scenarios
- Social Action projects

9.2 Leaders are expected to deliver a varied lesson plan that covers the core subject areas, although they do not have to strictly follow the National programme.

9.3 Leaders may also invite relevant guest speakers to sessions, as well as organise visits to locations of interest.

9.4 Resources and supporting documents for the National VPC lesson plans are available [here](#).

10. Cadet Attendance at Policing Initiatives, Operations and Events

10.1 The use of cadets as part of any policing operation is intended to staff those roles which in no way need the skills or powers associated with police officers or PCSOs but would, out of necessity, be staffed by a police officer, SC or PCSO were it not for the use of cadets.

10.2 Cadets may only be deployed to roles that are, based on all the available information, expected to be non-confrontational. Should a leader deem that a role has or is likely to become confrontational or hazardous, then they may refuse to deploy the cadets, or at any time withdraw them to a safe place. If this occurs the leader must immediately inform the Officer in the Case (OIC) or Bronze Commander for their sector / event of their decision.

10.3 It must be remembered that the VPC is a voluntary organisation and as such the same expectations that are placed on paid staff cannot be applied to cadets and leaders. No cadet can be forced to attend any event or operation. However, as part of their service cadets are expected to be a deployable resource and by becoming a cadet they must accept this fact and be prepared to play their part in this role from time to time.

10.4 Suitability

When deciding which cadets should take part in an operation, consideration must be given to the nature of the tasks being performed, the hours of duty, the experience of the cadet and the leaders supervising the event and the cadet's maturity. Cadets may not start taking part in aid until they have completed their probation course and received their uniform.

Some events may have specific age requirements placed on them by leaders or OIC. The age range of the cadets will be stated in the tasking request, operation order or briefing documents. In these cases the directions must be complied with.

10.5 Leaders

Leaders assigned to an event or operation will never be placed in charge of other officers or SCs other than leaders and cadets. Their role is the supervision and direction of the cadets, thereby ensuring their welfare and safety. They cannot be distracted from this role with other duties or responsibilities. The safety of the cadet is paramount.

10.6 Policing Initiatives

The involvement of cadets in policing initiatives is the method by which cadets add value to local policing.

At a local level these activities may include:

- Age restricted purchasing operations
- Street surveys
- Crime prevention stands
- Leafleting and “mail shot” preparation
- Representation at youth events
- Helping at primary school safety education events
- Line searches of large areas (not fingertip searches, these are the remit of specialist police search teams)
- Drink / drug drive education
- Safer transport initiatives
- Seasonal safety events
- Police / public services / major incident training

Care must be taken that the cadets are never used in a role that should be undertaken by a police officer or PCSO. All activities should be thoroughly risk assessed and consideration given to the possibility of the cadets becoming part of the evidential chain. If this is a possibility then this must be made clear on the notification / permission form for parents / carers.

10.7 Age Restricted Purchasing Operations

Possibly the favourite activity of most cadets, age related test purchasing should be part of any cadet calendar.

The only age restricted items that cadets may be used to purchase are knives, alcohol, tobacco, sunbeds, fireworks, to test the service provision of bookmakers and entry into nightclubs.

Under no circumstances should any cadet be allowed to ever; consume any alcohol; smoke any tobacco, get on any sunbed or set off any firework which has been obtained as part of an age related test purchase operation.

10.8 Availability and Location of Consent Forms

By signing the application form when they join the unit, cadets (and their parents) are giving consent to participate in weekly sessions, fitness sessions and other routine, low risk events that cadets may be requested to participate in. However, if a cadet is asked to participate in any unusual activity such as test purchasing, a role specific consent form must be completed.

All cadet personal details are entered on to the MVP, and it is important that these are kept current and up to date, so that contact and medical details are correct. All leaders have access to MVP and these details in normal circumstances. Consent forms should be completed prior to attending an activity or event, and remain with a named contact person who is not on the activity / event, e.g. someone in a supervisory capacity at the station of the cadet unit or the control room supervisor and must be immediately available in the event of an emergency. All leaders should be made aware of who the station / cadet contact is, and how to contact them in the event of an emergency.

For overnight stays copies of the consent forms must also be left at the station where the unit usually meets. This would allow for access by the Duty Officer in the event of an incident. This means there is an intermediary between the group on the event / activity and the parents / carers. The nominated supervisor with the copies of the forms should also monitor progress and provide the alert if the group fails to report back as expected (e.g. on expeditions).

A Medical Health Permission Consent Form and supplementary form are available from the cadet co-ordinator

10.9 Risk Assessments for Events

A risk assessment should be completed for every activity or event, unless a corporate risk assessment already exists which is deemed, by a competent Risk Assessor, to be suitable for the event. The leader in charge of the operation or event will be responsible for completing or arranging the risk assessment which must include the cadets and their activities and transport. They must provide the cadet co-ordinator with a copy of the risk assessment for inclusion with the cadet event form.

10.10 Briefing

Cadets must be given a full briefing as to their role for the event. The responsibility for giving this will be decided between the OIC / organising department and the leader for the event. Briefing officers must pitch this briefing at the correct level for cadets, without the use of common police jargon. The leader will make a note of the briefing or keep a copy of any briefing sheet.

It is the responsibility of the leader for the event to satisfy themselves that the briefing is appropriate for the expected role of the cadets. If they are not satisfied they must inform the briefing officer and request further details. If this is not forthcoming they must inform the Bronze Commander responsible for their deployment immediately and appraise them of their concerns.

Cadets must know and understand their role in the event and what actions to take in an emergency. They must know who their supervisor is and how to contact them.

10.11 Behaviour and Appearance

When deployed at any event as a member of the VPC they are representing Sussex Police, and therefore must behave in a manner that represents the values of the organisation.

Cadets must be polite, attentive, professional, punctual, disciplined and be aware of the Code of Ethics.

Cadets must be reminded that they are deployed at these events as part of the policing operation and as such are not there as spectators. The use of cameras, mobile phones and headphones is strictly prohibited when deployed at these events.

11. Summer Camp / Activity Holidays / Nights Away

11.1 It is permitted for leaders to take their cadets away overnight, on summer camps or activity holidays.

11.2 Whilst engaged on such a camp and supervising the cadets, leaders are entitled to claim compensation for a maximum number of 5 days. This will be regarded as duty time for the first 8 hours and overtime at 'flat time' (i.e. non enhanced time) rate for the remaining 8 hours. The 8 hours for sleeping each day cannot be claimed. On no account will this 'flat time' be for payment or enhanced hours.

11.3 Whilst leaders are in a position of responsibility for the cadets they **MUST NOT** consume alcohol and must be able to respond to an emergency situation, should the need arise, at all times.

11.4 Cadets may only stay at recognised locations, such as a campsite, activity centre or hostel, with suitable facilities for all present. If cadets are participating in activities with an outside provider, it is essential to check that the provider is suitably qualified to teach the activity, insured as required and the relevant risk assessments in place.

11.5 If staying at a commercial premises, a risk assessment must be provided by the holiday provider prior to the stay.

11.6 It is the responsibility of the unit(s) concerned that there are sufficient leaders attending the holiday, and a mix of genders, keeping in line with required ratios, but not unnecessarily exceeding them. Any leaders attending the holiday must be up to date with their required vetting, DBS checks and safeguarding training.

11.7 It is not permitted for leaders to sleep in the same room / area as cadets.

Further information and guidance on organising and running trips or nights away can be found by emailing the cadet co-ordinator.

12. Transport

12.1 Transportation of Cadets

All transportation of cadets by or in the company of leaders must be risk assessed.

Leaders must not give cadets lifts except in emergency and never without prior knowledge of both the parents / carers and the named person. If this situation arises leaders should wherever possible arrange for another leader to accompany them.

Cadets may be asked to arrange their own transport to a location to “parade” for an event. In these circumstances the cadets parents or carers must be informed of this fact. It is then the decision of the parent or carer how the cadet travels to the location. In these circumstances no risk assessment for the travelling is required as the cadet is not in the care of the VPC until they have paraded at the location.

12.2 Use of Police Vehicles

For official matters, inside or outside of the county, permission to use any unmarked vehicle must be sought from the appropriate Chief Inspector. Marked vehicles may be used at the Divisional Superintendent’s discretion for use in police matters that occur within the Sussex Police boundary.

12.3 Use of Non-police Vehicles

Hirers of such transport must ensure that the vehicle, passengers and equipment carried are suitably covered by insurance. It must also be ascertained who is to insure the vehicle. Consideration must be given to the quality of transport used. Vehicles fitted with sufficient seatbelts must be used. It is the responsibility of the driver to ensure that they have the correct category on their driving licence to drive such a vehicle. If possible, a second person should be available to drive in case of emergencies.

There is no Force budget specifically for hiring non-police vehicles so any hiring conducted will be on the terms and conditions of the hire company. The Force will not be responsible for the recovery of any hired or loaned vehicle or its passengers. The extent of any breakdown cover must be considered as well as what would happen in the event of a breakdown or accident and whether replacement transport is included.

13. Leaving the VPC Scheme

13.1 Exit interviews are an important tool in understanding why people leave our organisation, assessing the quality of their experience and how it could be improved for future learning, and monitoring those who go on to work with us in different capacities.

13.2 It is mandatory that both leaders and cadets leaving the VPC Scheme are offered the opportunity for an exit interview. The completion and quality of exit interviews must be quality assured through regular dip-sampling.

A Cadet Exit Interview Form and related guidance is available via email from the cadet co-ordinator.

Team: Neighbourhood Policing Support Team