# Volunteer Police Cadets Procedure

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2. Introduction

The purpose of this procedure is to provide guidance and a framework under which a Volunteer Police Cadet (VPC) scheme will be operated within North Wales Police (NWP). The aim is to provide consistency across NWP in development of the VPC scheme, recruitment and training of Cadets and VPC Leaders, their use towards policing objectives, discipline and recognition of the service they provide. This procedure also provides a commitment from NWP towards Volunteer Police Cadets in recognition that they are a valued part of the policing family. In the interests of fairness and transparency any issues should be dealt with in accordance with this procedure.

The NWP Volunteer Police Cadet Scheme is based upon the national VPC model and much of the content of this procedure reflects the National Volunteer Police Cadets Manual of Guidance.

The scheme aims to support the principles and aims of the national scheme which are as follows;

The principles of the National VPC scheme are:

- To engage with young people between 13 and 18 years old
- To have 25% of their membership from a ‘Vulnerable’ background
- To support their Cadets to volunteer 3 hours a month assisting in community and crime prevention events
- To have a body of Cadets that represents the diversity of their policing area

The aims of the national VPC scheme are:

- To promote a practical understanding of policing amongst all young people
- To encourage a spirit of adventure and good citizenship
- To support local policing priorities through volunteering and giving young people a chance to be heard
- To inspire young people to participate positively in their communities

The NWP 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. It aims to prepare young people for their future by providing varied activities and opportunities to develop qualifications, enhance interpersonal skills and confidence, and achieve a sense of pride through supporting community policing. It is intended to demonstrate commitment to developing opportunities for the community to volunteer within the Police Service.

The NWP VPC is not intended as a direct recruitment ground for the Police Service and it cannot guarantee any Cadet further employment or involvement in the organisation. However it is intended that NWP would offer support and guidance to Cadets with an interest in an adult role with the Police Service, and would actively encourage Cadets to return to the VPC as volunteers after they leave, where appropriate.
3. Guidance and Procedures

3.1. Legal Basis

NWP does not provide a written contract with Cadets and VPC Leaders. Their role within VPC is considered a volunteering role with NWP. All terms that imply or are obviously used to refer to employment should not be used to describe VPC activity i.e. ‘employer’, ‘employee’, ‘employment’, ‘contract’, ‘staff’, ‘workers’ etc.’

3.2. Eligibility to Become a Volunteer Police Cadet

Ages - Young persons can join VPCs on or after their 13th birthday. On their 18th birthday (or if still in full time education if they wish at the end of the academic year in which they become 18) Cadets will cease to be Cadets, they are however to be encouraged to become Volunteer Unit Leaders so ensuring the long term life of the project. Young people will not normally join the VPCs after their 17th birthday as this would give them only 12 months membership. Applicants must reside in, or attend an educational establishment within the NWP area.

Special Needs - Young people with special needs or medical conditions will where possible be considered for VPCs. Wherever possible reasonable adjustments will be made in order to support and enable the person to take part.

Convictions - VPCs will also be open to those young persons who have ‘started down the wrong road in life’ but wish to make a change for the better. Young people who have convictions for minor offences may therefore wish to join the programme. These people will be judged on a case by case basis, and their involvement risk assessed and balanced against the benefit for the young person. This supports one of the founding principles of the National VPC in providing the opportunity to divert young people from crime and anti-social behaviour. In this way young people who have previously come to the attention of the criminal justice system may be managed and assisted as opposed to being excluded.

3.3. Recruitment and Selection

NWP will hold formal recruitment with Cadets being started on an intake basis rather than an ad hoc individual basis. Applicants will submit a written application form (including a medical declaration and parent/guardian/carer consent form). The process of selection will follow recruitment procedures as agreed at that time with HR, however weighting factors may be applied to maintain the units 25% ‘vulnerability’ target.

Successful Cadets will be required to sign an Official Secrets Act declaration and confidentiality agreement.

NWP will receive and consider formal youth referrals from partner agencies. Opportunity to apply to be a Cadet should never be forced on a young person who comes to notice of those agencies. VPC remains a voluntary membership organisation.
A personal record will be held with HR for each Cadet and VPC Leader.

3.4. **Vetting of Volunteer Police Cadets**

All Volunteer Police Cadet applicants will be subject to vetting undertaken by the NWP Vetting Department. Vetting and subsequent decision processes will follow latest ACPO guidance on the matter. Checks will be made on the following persons:

- The young person (the applicant)
- Their parents/guardian/ carer
- Any other person over 10 years old who resides with the young person

As a minimum baseline the following checks will be made:

- Police National Computer (PNC)
- Police National Database (PND)
- Niche intelligence and incident system
- Pentip

Vetting results will fall into one of three categories:

- Those that reveal no concern about their joining the Cadets
- Those needing further consideration in relation to individual circumstances before a final decision can be made
- Those that reveal matters so serious that they will automatically prevent consideration of membership (as listed in current ACPO guidance)

Where vetting checks reveal information requiring further consideration, the Vetting Officer will reveal this information to the NWP VPC Coordinator. The VPC Coordinator will arrange a case conference involving the Force Vetting Officer (FVO), the VPC Coordinator and a member of the local police management team for the area in which the Cadet Unit is based. The case conference will consider on a case by case basis the risks that may either be posed by the applicant, or risks towards the applicant were they to become a Cadet. These vetting checks will not be treated in terms of a pass or fail process. Where possible the case conference will formulate a documented risk assessment plan where the young person may be allowed to join VPCs under managed and controlled conditions which mitigate the identified risk to an acceptable level. This must ensure that the VPC scheme, reputation of NWP, well-being of the applicant and well-being of other cadets is maintained.

There will be occasions when the case conference decides the risk posed by the circumstances presented in relation to the young person are such that no effective risk assessment plan can be devised. In these circumstances the young person will be excluded from the programme.

There is no right of appeal against the decision of the case conference.
The young person and their parents/guardians/carers will be informed of any decision to accept the young person onto the VPC programme, to refuse them, or to accept them onto the programme subject to certain parameters or restrictions. Where possible an explanation will be given, provided that operational activity or intelligence is not compromised in so doing.

Applying the 3 year UK residency vetting requirement rigidly could frustrate the VPCs aims to prevent the risk of anti-social behaviour, crime and being influenced in radical political and religious views. Where the 3 year UK residency is not met the VPC Coordinator will arrange a case conference involving the Force Vetting Officer (FVO), the VPC Coordinator and a member of the local police management team for the area in which the Cadet Unit is based. Regard should be paid to the 3 year UK residency rule but this will not in most cases be used as a sole factor in the refusal of membership. Where an applicant’s immigration status is in doubt, membership of the VPC can have no bearing on the result of any immigration proceedings. Should the Cadet be refused the right to remain in the UK, membership of the VPC will end with that finding. If the Cadet is granted temporary stay in the UK pending an appeal against refusal to stay, consideration may be given to allowing continued VPC membership. That consideration should be undertaken in consultation between the NWP VPC Coordinator, The Force Vetting Officer and the Senior NWP Officer with responsibility for VPCs.

3.5. Unit Structures

NWP will have in place a Force VPC Coordinator whose role is to develop, oversee and support the various VPC units. The Force VPC Coordinator may be supported in that role by a Volunteer Deputy Force VPC Coordinator.

Each VPC Unit shall have the following Leadership/Supervision structure:

- VPC Unit Leader – Responsible for the day to day running of that cadet unit.
- VPC Assistant Unit Leaders – Responsible for delegated roles and functions in the Cadet Unit such as Operations, Training and Admin Support.

Cadets will be divided into area groups as per expectations on locations and unit size.

Every unit will aim to have a minimum of 25% of their total Cadet numbers who are considered as ‘Vulnerable’. In line with national VPC guidance a young person is considered ‘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 exclusion
• Through disability
• Through language barriers (including dyslexia etc)
• Through cultural barriers
• Through isolation or commitment (young carers etc)
• Vulnerable to financial exclusion
• Vulnerable to educational exclusion
• Vulnerable to Abuse in any of the following categories
  (a) Emotional
  (b) Physical
  (c) Sexual
  (d) Psychological

Or who for any reason may not achieve all of the following:

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

To achieve a ratio of 25% it is acceptable to make a ‘vulnerable’ youth a priority for enrolment.

3.6. Uniform and Equipment

Cadets and VPC Leaders will be provided with NWP VPC uniform in accordance with NWP issue. This will be worn for training meetings and planned activity (except where the activity requires alternative dress). VPC uniform is not to be worn outside of VPC duties, or when travelling off duty to and from such duties.

Cadets will not be provided with body armour or other personal protective equipment. If deployment is so hazardous that body armour is required, then it is too hazardous for the deployment of Cadets.

Cadets and VPC Leaders will maintain a high standard of personal appearance and will comply with the Force Dress and Appearance Standards.

Uniform is the property of NWP and must be returned when a person leaves the scheme.

VPC Leaders will be issued with an NWP Volunteers Identity Card or use existing identification if currently employed by the Force as deemed appropriate. As Cadets will always be under the close supervision of VPC Leaders when on VPC duties, they will not be issued with identity cards.
3.7. **Cadet Training**

All new Cadets will attend an initial induction programme.

On completion of induction training and regular attendance at initial sessions, Cadets will be provided with their Cadet uniform and attend an Attestation Parade where they will take the Cadet Oath.

Cadets will attend weekly sessions following an agreed NWP syllabus. Meeting times and frequency of meetings during holiday periods will be a matter of local decision dependant on local circumstances such as availability of premises etc..

Cadets will attend all training meetings unless they have given a valid reason at the earliest opportunity to the Unit Leader. Persistent failure to attend meetings without valid reason may lead to review of a Cadets membership through disciplinary procedures.

Weekly Cadet meetings will not be held on Police premises. They will be held on the educational partners or similar premises. Venues frequently attended must have suitable Public Liability Insurance acceptable by NWP and provide an adequate risk assessment. An agreement will be signed between NWP Legal Services and the premises provider.

Training nights will be structured including periods of Drill, Class Instruction and None Contact Physical Activity. At least one VPC Leader present during physical activity must hold the Community Sports Leadership Award Level 2 which is the nationally recognised qualification for this level of activity.

All activities must be fully risk assessed and insured through or to the acceptance of NWP. Where any activities have been outsourced to external providers their staff qualifications to lead those activities must have been produced to NWP for inspection/verification prior to the activity taking place.

3.8. **Access to Police Premises, IT Systems and Official Social Media Channels**

Cadets will not have access to NWP IT systems.

Cadets are not permitted to have unsupervised access to police premises. Cadets will not be allowed access to areas that deal with, hold or display sensitive information.

Cadets must not be shown images or films of suspected offenders with a view to having them make identifications of the suspects. They may look of their own volition at images in the public domain or on publically accessible websites. If Cadets wish to report any information to NWP they may do so via the usual public channels including 101 or by speaking to a Cadet Leader who will assist them.
Cadets and Cadet Leaders who make use of any official social media channel formally associated with the NWP Police Cadet Scheme must adhere to the principles below:

- Cadets may access social media using their own personal profiles. Cadet Leaders will use a formal North Wales Police social media account created by the NWP Corporate Communications Department.

- For Cadet Leaders ownership of that account is subject to the requirements contained in the NWP Online Social Networking Guidance.

- Cadets and Cadet Leaders must ensure that all communications are related to the NWP Volunteer Cadet Scheme and that any official social media presence is not used for personal communication. All users must also ensure that any communications either to the group or each other are not offensive or would cause offence to any particular individual.

4. Volunteer Police Cadet Leaders

All VPC Leaders must be aged 18 years or older.

Police Officers, Police Staff, Special Constabulary and NWP Volunteers are encouraged to join the Volunteer Police Cadets as leaders. The application process for becoming a leader will be in line with NWP recruitment procedures as agreed at that time with HR, but may be weighted towards those that could fill a skills vacuum within units. For Police Officers, Police Staff and NWP Volunteers, VPC Leader duties will be conducted on a voluntary basis without recompense for time. Special Constables acting as VPC Leaders will be allowed to count this towards their required duty time.

VPC Leaders must never be in a personal relationship with a Cadet. Cadets who have attained the age of 18 will be encouraged to become VPC Leaders as an NWP Volunteer.

A Cadet who is in a personal relationship with another Cadet when they turn 18 cannot become a VPC Leader until either:

- The relationship ends or
- Their partner ceases to be a Cadet (either by leaving the VPC or when they also turn 18)

All VPC Leaders and the VPC Coordinator and Deputy VPC Coordinator will be subject to NWP Vetting. This will be done at point of application to become a VPC Leader/Coordinator and will be repeated every 3 years thereafter.

In addition to standard NWP Volunteer Induction Training, VPC Leaders will receive Induction Training covering:

- Aims and Principles of VPC
- Role and expectations
• Unit Structures
• Youth Leadership Skills
• Restorative Approaches
• Child Protection / Safeguarding
• Disclosure of criminal intelligence by Cadets
• Pro-social modelling
• Risk assessment
• Conflict Management
• Confidentiality and Data Protection Issues

Concerns about performance of VPC Leaders and the Deputy VPC Coordinator will be dealt with in line with the Police Support Volunteer Procedures. Poor performance by those who are Police Officers and Police Staff acting within an ‘on duty’ capacity will be dealt with by Police and Police Staff performance procedures.

Required supervision ratios of VPC Leaders to Cadet must be detailed in Risk Assessments for the activity and must be adhered to. This will take recognisance of the following national VPC guidelines:

• Minimum ratio at any meeting night 1:10
• Minimum ratio for other activities 1:8
• Minimum ratio at any external event/operation 2:10 (increasing dependant on Risk Assessment of activity)
• One additional Leader above the minimum ratios to provide resilience
• Leaders present to reflect the gender mix of Cadets

5. Operations, Events and Activities

Following induction training Cadets are expected to average 2-3 hours of volunteering outside of Cadet meetings per month.

Under no circumstances will a Cadet ever undertake any role that would normally be required to be performed by a Police Officer, Special Constable, PCSO or contracted employee. The use of Cadets in any policing activity is intended to staff activities/roles which in no way need the skills or powers associated with Police Constables or PCSOs, but would out of necessity be staffed by a Police Officer, Special Constable or PCSO were it not for use of the Cadets. In this way VPC can support operational Policing, reduce costs and free up Police Officers and staff for roles more suited to their skills.

Cadets may only be deployed to activities/roles which are, based on all available information, expected to be non-confrontational. Should the situation become, or be likely to become confrontational or hazardous Cadet involvement will cease with Cadets being withdrawn to a safe place.

Use of cadets in Policing activity will fall under the 3 main themes of:

• Community Engagement
• Supporting a Local Policing Priority
• Promoting the Image of Young People in the Community
Potential examples of these are as follows:

### Community Engagement

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<tr>
<th>Activity</th>
<th>Tool</th>
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| Delivering Key Messages | Conducting Surveys and Delivering information:  
1 – Door to Door.  
2 – Community parks and recreational areas.  
3 – Shopping centres.  
4 – Residential areas.  
5 – Educational premises.  
6 – Neighbourhood Watch. |
| Engagement Activities | 1 – Litter picks.  
2 – Working with other youth organisations.  
3 – Fund raising for local charities.  
4 – Assisting other voluntary groups.  
5 – School Community Open Days.  
6 – Supporting Community Events |

### Supporting a Local Policing Priority

<table>
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<tr>
<th>Activity</th>
<th>Tool</th>
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| Crime Prevention. | Crime Prevention Information:  
1 – Door to Door.  
2 – Community parks and recreational areas.  
3 – Shopping centres.  
4 – Residential areas.  
5 – On line meetings.  
6 – School assemblies and Open days.  
Crime Prevention Measures:  
7 – Property marking.  
8 – Cycle marking. |
| Promoting Reassurance and Confidence. | 1 – Remembrance Sunday Parades.  
2 – Working with other youth organisations.  
3 – Assisting with surveys  
4 – Assisting other voluntary groups.  
5 – Community Speedwatch,  
6 – Local Authority Test Purchasing.  
7 – Support at events and festivals |

### Promoting the Image of Young People in the Community

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<tr>
<th>Activity</th>
<th>Tool</th>
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| Community Engagement. | 1 – Duke of Edinburgh Expeditions  
2 – VPC Training in community premises. |
### Supporting Others.

<table>
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<tr>
<th>VPC Recruiting Events</th>
<th>1 – Working with other youth organisations.</th>
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<tr>
<td>4 – Online Meetings.</td>
<td>2 – Assisting other voluntary groups.</td>
</tr>
<tr>
<td>5 - Remembrance Sunday Parades</td>
<td>3 – Responding to requests for assistance from community groups.</td>
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<td>6 – Attending Local Councillor Meetings</td>
<td>4- Providing role play resources to NWP Training.</td>
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<td>5 – Providing role play resources to Major Incident Planning.</td>
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Requests to use the VPC in policing activities or attend events outside of weekly meetings should initially be directed through the NWP VPC Coordinator who will authorise their use.

Consideration of use of Cadets in policing activity or attendance at events outside of weekly meetings will be subject to thorough event planning, threat assessment, risk assessment and checks that their activity is adequately covered by insurance. Cadets and VPC Leaders must be thoroughly briefed before any deployment.

VPC Leaders assigned to an event or operation will never be placed in charge of other officers or Special Constables other than VPC Leaders and Cadets. Their role is the supervision and direction of 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.

VPC Leaders who are Police Officers, Special Constables or PCSOs will not wear their police/PCSO uniform when acting as VPC Leaders supervising cadets in policing activity – their duty is care of the cadets and cannot risk diversion from this. Such Leaders will not be responsible for any other duties other than supervising cadets. They must at all times be in a position to supervise and intervene.

A parent/guardian/carer consent form will be signed prior to any Cadet taking part in any policing activity or any attendance at events outside of weekly meetings.

Where a policing activity or an event is to take place outside of the Cadet’s unit area, or is of a nature that falls outside the normal policing activity or events, an additional consent/medical form relative to each event and its nature will be obtained prior to a Cadet attending that event. This parent/guardian/carer consent will be informed consent, having been sent full details of the activity and risk assessments. Where this raises concern over Cadets suitability for a particular activity, confirmation of their suitability will be sought in consultation with their parents/guardian/carer from their GP, and their inclusion in the activity risk assessed. If necessary written advice giving direction will be required from the GP. Where possible reasonable adjustment will be made to allow the individual to participate but this cannot be allowed to compromise safety of self or others.
No Cadet should be excluded from any activity solely because they are not financially able to take part.

Transport arrangements must be documented within the risk assessment for the event or activity. Cadets may be asked to arrange their own transport to a location to ‘parade’ for an event. Once informed it is the parent/guardian/carers decision as to how the Cadet travels to that location. In these circumstances no risk assessment is required for the travelling as the Cadet is not in the care of NWP until they have paraded at that location.

Regulation 19 of the Health and Safety at Work Regulations 1999 will also be considered in regard to young persons and the deployment of Cadets. Volunteer Cadet Leaders and the Scheme Co-ordinator must ensure that Cadets are protected from any risks to their health or safety due to their lack of experience, absence of awareness of existing or potential risks, or immaturity. Except where a young person is undergoing necessary training or being supervised by a competent person and any risk will be reduced to the lowest reasonable practicable level. If concerns exist around Health and Safety, advice should be obtained from the Force Health & Safety Advisor.

6. Discipline

VPC is a uniformed disciplined youth organisation. Cadets, VPC Leaders and the Deputy VPC Coordinator will be subject of ‘The VPC Discipline Code and Procedures’ and the ‘Statement of Expectations for Cadets’ and ‘Statement of Expectations for VPC Leaders’. These should in no way be used to replace formal force/service discipline regulations or criminal proceedings if the circumstances require.

6.1. Conduct and Expectations

Volunteer Police Cadets are representatives of North Wales Police. It is essential that Cadets demonstrate high standards of behaviour at all times. All Cadets will be expected to accept, sign and abide by The North Wales Police Volunteer Police Cadets Code of Conduct and Expectations.

Where a Cadet is in breach of these standards this may result in discipline procedures being instigated, the ultimate sanction from which could be exclusion from the scheme. Any sanction should be imposed as close to the time of the misconduct as possible, and be appropriate to the nature of that conduct.

It is equally important to recognise and celebrate good conduct and good work and so foster a supportive atmosphere encouraging self-development and high standards. Unit Leaders are to ensure that recognition is made of achievement and improvement by both individual Cadets and teams. Consideration of a Cadets improvement can be weighed against their own personal circumstances. This recognition can be made within unit and also through existing Force mechanisms.
6.2. *Restorative Approaches*

Under no circumstances will any VPC Leader or Cadet require or allow any Cadet to perform any kind of physical punishment or ‘reward’. The use of physical punishment is archaic, is contrary to Human Rights, and is ineffective in correction of inappropriate behaviour.

North Wales Police Volunteer Police Cadets is built on a restorative approach to conflict and misdemeanour. Safety and the prevention of crime and conflict are 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 to do so in a safe environment. Implementing a restorative process, when done in an effective way, will often be sufficient to resolve conflict, repair harm and prevent further harm. However there may be occasions where the circumstances of the matter mean a restorative approach is not an appropriate form of disposal, or is not an appropriate form of disposal on its own and can be used in conjunction with other disciplinary processes.

6.3. *Discipline Procedure*

There are the following types of formal discipline action:

A. Verbal Warning
B. Written Warning
C. Final Written Warning
D. Suspension
E. Review/revocation of membership (Dismissal)

Outcomes A, B, will be dealt with by the VPC Unit Leader. Outcomes C, D, E will be dealt with via the Force VPC Coordinator.

A Cadet’s parent/guardian/carer will be informed of all outcomes except Verbal Warnings. The Cadet will be informed that a parent/guardian/carer or impartial Cadet Leader from another area can be appointed to represent them during outcomes C,D and E.

Type of action taken will be proportionate to the nature and/or frequency of the misconduct/discipline breach. A minor breach will attract lesser action than a persistent or serious breach.

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<tr>
<th>Incident</th>
<th>Action</th>
<th>Outcome</th>
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<tr>
<td>Minor Misconduct</td>
<td>Words of Advice</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3 x A = B)</td>
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<tr>
<td>Misconduct or Breach of Discipline</td>
<td>Written Warning</td>
<td>B</td>
</tr>
<tr>
<td>Further Misconduct or Breach of Discipline</td>
<td>Written Warning</td>
<td>B, C</td>
</tr>
</tbody>
</table>
### Discipline

| Persistent Misconduct or Breach of Discipline (3 or more Misconducts and/or Breaches of Discipline of a nature that could attract a written warning) | Discipline Panel | C, D, E |
|——|——|——|
| Serious Misconduct or Breach of Discipline | Emergency Discipline Panel | C, D, E |

Depending on the nature of the misconduct/discipline breach it may be decided to give any of the above discipline actions without first going through the previous stages. A serious breach may result in direct review or revocation of membership.

All misconduct outcomes will be recorded on the Cadet’s personal file. These discipline records are to be kept for at least seven years after the end of a Cadet’s service.

All future requests for references involving a Cadet’s personal file and service record, either internal or external will follow relevant HR practices and policy.

### 6.4. Written Warnings

Three verbal warnings will lead to issuing of a written warning.

A written warning will consist of a description of the breach of conduct/discipline, the date it occurred, the name of the VPC Leader dealing, any mitigation and details of any action plan or Acceptable Behaviour Contract (ABC) for the Cadet resulting from the event. The warning and any action plans and ABCs should be signed by the VPC Leader and the Cadet, accepting the incident occurred and the terms of the action plan or ABC. Any ABC should be written in conjunction with the Cadet so that they can express their understanding of how their behaviour affects others and how they can alter it accordingly.

A Cadet may refuse to sign the written warning and request a Discipline Panel if they feel they have not been dealt with fairly.

### 6.5. Discipline Panel

A Discipline Panel will comprise of the VPC Coordinator, one VPC Leader and one Inspector or Officer of similar rank.

An Emergency Discipline Panel will comprise of three VPC Leaders, or the VPC Coordinator/Volunteer Deputy VPC Coordinator and two VPC Leaders. The decision of an Emergency Discipline Panel will stand until reviewed by a normal Discipline Panel, who may then ratify, amend or overturn the decision of that Emergency Discipline Panel. Justification for the decision of this Discipline Panel will be documented and circulated to members of the original Emergency Discipline Panel for their information.
Any Panel’s decision may be reconsidered if further evidence is received.

Cadets may appeal against a Discipline Panel’s decision of Final Written Warning or Suspension to the Chief Inspector for the Command in which the VPC Unit is situated. This review will be paper based, however the Chief Inspector may reserve the right to see the Cadet in question and any other relevant parties where they feel this would be of assistance to that review.

6.6. Suspension

A Cadet that is charged, bailed or summonsed for a criminal offence will be suspended from the VPC. A VPC Leader will be appointed to remain point of contact with that Cadet. A log of such contact will be provided to the VPC Coordinator. Any request for the VPC Leader to attend court or to provide information should be directed through the VPC Coordinator for guidance and advice first.

The VPC Coordinator, Volunteer Deputy VPC Coordinator and VPC Unit Leaders have authority to temporarily suspend a Cadet until such time that the matter can be brought to a Discipline Panel.

Cadets may be suspended for a minimum of one week. There is no upper limit for suspensions as Court cases can go on for many months. However where possible a Cadet must be informed of when the suspension will end. Even where a specific date cannot be given it may be possible to link this to an event e.g. ‘when the case against you is disproved or no further actioned’.

A record of the suspension including the reasons, the names of those making the decision, the period of suspension, and any action plans formulated for the return of the Cadet must be placed on the Cadet’s personal file.

6.7. Dismissal Procedure

The dismissal of a Cadet should never be taken lightly. However conversely, failing to dismiss Cadets who no longer deserve a place in the organisation can prove counter-productive. Anecdotal evidence from National VPC makes it clear that those Coordinators who adhere to a discipline code have fewer issues and have better attendance levels. If a Cadet is threatened with disciplinary action that never materialises then other Cadets may perceive that the behaviour that lead to the threat is acceptable.

Where the Discipline Panel’s decision is that dismissal is the appropriate sanction, details of this recommendation will be submitted for final decision to the Chief Inspector for the Command in which the VPC Unit is situated.

Cadets may appeal against such a decision to dismiss. This review will be conducted by a Superintendent and will be paper based, however the Superintendent may reserve the right to see the Cadet in question and any other relevant parties where they feel this would be of assistance to that review.
A record of the dismissal including the reasons and the names of those making the decision must be placed on the Cadet's personal file.

Dismissed Cadets must surrender their entire uniform and any other equipment as soon as practicable. All issued uniform and any equipment remains the property of North Wales Police at all times. Refusal to surrender a uniform will be considered a theft and dealt with as such. All necessary legal and appropriate steps will be taken to reclaim the uniform. The respective Cadet Leader will have the responsibility to ensure the safe return of uniform or escalation if required.

6.8. **Conduct and Expectations VPC Leaders**

Volunteer Police Cadet Leaders are representatives of North Wales Police. They are to conduct themselves in a professional manner at all times, demonstrating an image of fairness, honesty, efficiency, smartness and cleanliness. They must display high standards in the use of language, manner, punctuality, preparation and presentation. All VPC Leaders are expected to accept and abide by The North Wales Police Statement of Expectation for VPC Leaders and are expected to adhere at all times to the Policing Principles and Standards of Professional Behaviour as detailed within The Code of Ethics. For those Cadet Leaders who are also employed by North Wales Police, their conduct whilst acting as a Leader must also comply with established policies and ground rules.

The term ‘VPC Leader’ includes the Volunteer Deputy VPC Coordinator, VPC Unit Leaders and VPC Assistant Unit Leaders.

6.9. **Poor Performance and Misconduct**

Misconduct and poor performance by Volunteer VPC Leaders will be dealt with through existing North Wales Police Volunteer procedures.

Poor performance by Police Officers and Police Staff acting within an ‘on duty’ capacity will be dealt with by Police and Police Staff performance procedures. When acting within an ‘off duty’ volunteer capacity Police Officers and Police Staff still also remain subject of any relevant Police Officer and Police Staff disciplinary procedures.

Performance and misconduct outcomes will be recorded on a VPC Leaders personal file.

Where a VPC Leader is dismissed, they will be required to surrender their VPC uniform and VPC ID card at the earliest opportunity. Uniform and any VPC ID card remains the property of North Wales Police at all times. Refusal or failure to return it will be treated as theft. In most cases VPC Leaders will be existing members of NWP and will wear existing uniform if issued or be issued with applicable uniform (either Police Uniform or Police Staff Uniform). This will be retained or surrendered as required in accordance with duties associated with general employment.
7. Exit

All leaving Cadets and VPC Leaders should be given the opportunity of an exit interview. The NWP VPC Coordinator will review and address any issues raised.

8. Health and Welfare

Cadets and VPC Leaders will be required to resubmit their general medical declaration form annually.

Any physical or non-classroom based activities must be planned accordingly with best practice advice and due regard to health and safety guidance. Injuries or near misses involving Cadets and VPC Leaders will be reported and recorded via standing NWP procedures. The NWP VPC Coordinator will take the role of initial investigating line manager.

No matter how small there is always a slight risk, due to the nature of volunteering with police, or just through chance, that Cadets and VPC Leaders could be exposed to matters which have the potential to impact upon their physical, psychological or emotional well-being. In such circumstances the services of NWP Occupational Health and Welfare Department will if appropriate be made available to VPC Leaders as NWP Volunteers. In the case of a Cadet health and welfare referrals would be made in conjunction with the parents/guardians/carers through the Cadets own GP to specialist children’s services.

In the interests of welfare for all concerned, Cadet Leaders are reminded that it is normally best practice to avoid situations whereby they will be alone with an individual Cadet. This can include providing transport for Cadets for events or during scheme activities. However, there may be occasions when it might not be possible or appropriate for two adults to be present. It is recommended the following safeguards be considered:

- If possible, ensure someone else is in close proximity - for example, in the next room or in sight even if not within hearing distance. If providing transport for a Cadet, offer the opportunity to another Cadet to reduce the period of lone contact.
- Ensure that others know the time or place that you will be alone with the Cadet. This may include other VPC Leaders and or the parent/carer of the Cadet in question.
- Ensure that the Cadet or you have access to a summon assistance or cease the contact if the Cadet or your judgement as a Leader deems the situation to be uncomfortable.
- Make a record of the fact that you were alone with the Cadet(s) and what occurred and the reason for the contact.
9. Appendices

(a) Volunteer Police Cadets Manual of Guidance 2014

(b) Code of Conduct and Expectations for Cadets

(c) Cadet Leader Statement of Expectations