

VOLUNTEER POLICE CADET SCHEME POLICY

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VOLUNTEER POLICE CADET SCHEME

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Legal Basis

Legislation specific to the subject of this policy document:

- Police (Health and Safety) Act 1997
- Activities Centres (Young Persons' Safety) Act 1995
- The Adventure Activities Licensing Regulations 2004

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

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Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)
- Misconduct (Police Officers) Policy
- Disciplinary (Police Staff) Policy
- Child Protection Policy
- Anti-Bullying, Harassment and Victimisation Policy
- National Volunteer Police Cadets Safeguarding and Wellbeing Policy
- National Volunteer Police Cadets Equality, Diversity, Inclusion Policy
- National VPC Strategy 2025-2029
- Cadet Code of Conduct

1. Introduction

- 1.1 The Norfolk Volunteer Police Cadets (VPC) is a uniformed youth programme delivered by volunteers within Norfolk Constabulary. Operating as part of the National VPC it is designed to provide young people, aged 13-17, from all backgrounds with opportunities to learn about policing, volunteer in their communities, and contribute to making their neighbourhoods safer. The Norfolk VPC is locally delivered, nationally supported and young person led, in line with the National VPC Strategy 2025-2029 which prioritises youth voice, inclusivity, safeguarding and meaningful engagement. This policy aligns with The National VPC Strategy 2025-2029.
- 1.2 While not a direct recruitment pathway, the Norfolk VPC contributes to the national aims of supporting young people to develop their skills, confidence and aspirations – including supporting those who may wish to pursue future careers in policing or public service. The programme promotes good citizenship, community participation/social action and supports visible policing through structured youth engagement, where opportunities are challenging and rewarding.
- 1.3 Norfolk VPC works in collaboration with the National VPC to adopt national best practice, contribute to national policing priorities and share resources including the VPC Education and Engagement Toolkit.
- 1.4 This policy outlines the standards, expectations, safeguarding requirements and operational framework to ensure safe and consistent delivery of the VPC in Norfolk, underpinned by the National Safe to Operate Standards.
- 1.5 Failure of officers/staff or volunteers to meet the standard requirements set out in this document, could lead to removal from the Norfolk VPC or disciplinary action, depending on the severity of the breach.

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2. Statement of Policy

- 2.1 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Norfolk County Policing Command in conjunction with the Central Policy Unit.
- 2.2 The policy governs the delivery of the Norfolk VPC in alignment with the National VPC Strategy and is intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 2.3 Managers have a responsibility to ensure this policy is applied fairly, and unless otherwise stated, all policies and procedures are non-contractual.

3. Aims and Mission Statement

- 3.1 Norfolk VPC supports the National VPC's vision *"to be a world-class, socially inclusive uniformed youth group based on the values of British policing, demonstrating every day positive impact in our local communities"*.
- 3.2 In line with the National strategy objectives, Norfolk VPC aims to:
 - Create a safe and inclusive environment where young people feel valued, supported, and able to express their views.
 - Promote understanding of policing and amplify youth voice, ensuring cadets influence programme delivery and local policing priorities.
 - Inspire youth participation and social action, enabling cadets to deliver youth led volunteering aligned with local and national policing priorities.
 - Divert young people from harm by providing positive relationships, structure, and protective factors.
 - Support progression opportunities for those interested in policing and public service, offering structured pathways and mentoring.
- 3.3 In Norfolk, the VPC mission statement is:

Norfolk VPC is an engagement programme for young people aged 13-17 who wish to be part of a Uniformed Youth Group and learn with their peers, volunteer in their communities and take action with their constabulary.
- 3.4 The Norfolk VPC continues to align with the Norfolk FLOURISH principles and will embed these through codesigned youth sessions, empowerment of seldom heard voices, and collaborative work with communities and partners.

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4. General Principles

- 4.1 The Constabulary has a number of Units across the county area.
- 4.2 Each Unit will operate in accordance with the **National Safe to Operate Standards**, ensuring high quality, safe, and inclusive delivery that meets national safeguarding and operational expectations.
- 4.3 Each Unit must be sustainable, reflective of local community needs, and actively representative of the diversity within the district. Demographic monitoring will be undertaken annually to ensure widening participation and inclusivity.
- 4.4 Consistent with national priorities, each Unit should include a balanced cohort, including a minimum of **25% of places for vulnerable or 'at-risk' young people**, and maintain strong partnerships with youth services, schools, Youth Justice Services and other relevant agencies. Norfolk VPC will continue to offer opportunities to all children and young people; currently the percentage of the cadets considered vulnerable is approximately 75%.
- 4.5 Cadets will not be used to replace paid personnel, provide cover for vacancies, annual leave, sickness, and absences through attendance at courses/court or undertake duties of paid staff during industrial disputes or other local disputes.
- 4.6 Units should incorporate youth led planning into their programme, ensuring cadets have meaningful opportunities to influence activities, volunteering priorities, and community engagement work.

Please Note: It should be highlighted that acceptance onto the VPC Scheme in no way indicates that any subsequent application by a cadet for employment within Norfolk Constabulary will be treated more favourably or subjected to less scrutiny.

5. Management Structure and Reporting

- 5.1 The VPC comes under the Citizens in Policing (CiP) Directorate, and has the following strategic management structure:
 - VPC NPCC Lead – Assistant Chief Constable
 - Departmental Lead – Superintendent/Chief Insp Community Safety
 - VPC Co-ordinator – Children and Young People Development Manager
 - VPC Deputy Co-Ordinator – Children and Young People Development Advisor
 - District Unit Leader – PSV/Police Staff/PC/Sgt/Insp
 - District Unit Leader Assistant – PSV/Police Staff/PC/Sgt/Insp
 - District Engagement Officer

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5.2 VPC Co-ordinator responsibilities:

- Chair the monthly VPC meeting.
- Approve county-wide and out-of-county projects/initiatives and trips.
- Management of VPC budget.
- Health, safety and welfare of cadets and VPC staff.
- Review and monitor district training activity.
- Allocate Safeguarding training.

5.3 VPC Deputy Coordinator:

- Oversee recruitment of new recruits which takes into consideration the General Principles set out above.
- Maintain records with regards to expressions of interest, waiting lists and leavers.
- Visit and attend cadet events.

5.4 District Unit Leader responsibilities:

- Plan weekly training sessions and add them as events to the Gateway Portal – the online management system.
- Manage VPC staff availability for training.
- Complete weekly Unit attendance records on the Gateway Portal.
- Attend monthly VPC meeting, or in special circumstances nominate a Cadet Instructor to attend in their absence.
- Work with VPC Coordinator to manage accounts on the Gateway Portal.
- Exit process.

5.5 District Unit Leader Assistant responsibilities:

- Facilitate training sessions.
- Support delivery of events and activities.
- Use the Gateway Portal to sign up to events, create galleries, news articles and send messages.

5.6 District Engagement Officer responsibilities:

- Assist the VPC District Unit Leader with their responsibilities to ensure successful running of the unit.
- Consider deployment of cadets to link in with local community activities.

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- 5.7 The VPC Governance Board will meet quarterly to oversee the strategic running of the programme.
- 5.8 The VPC Team (District Unit Leaders, District Cadet Instructors and VPC Coordinator) will meet monthly to ensure consistency in the delivery of cadet activities, and to share good practice across the county. The District Unit Leaders are expected to attend this meeting, and at least one representative from each Unit will also attend.
- 5.9 Records on attendance and training activities will be supplied monthly to the VPC Coordinator. These will in turn be fed into national VPC reporting statistics.

6. Unit Structure

- 6.1 Each Unit will have one District Unit Leader, and a number of District Cadet Instructors. The District Unit Leader and District Unit Leader Assistants should also be supported by their District Engagement Officers, Beat Managers and the VPC Management Team.
- 6.2 Units will have between eight and 24 cadets and will review their maximum number of cadets based on the availability of District Unit Leaders/District Unit Leader Assistants. VPC Units will maintain a minimum of eight active cadets, and should this number be reached, the Unit can begin to actively recruit to maintain their Unit levels.
- 6.3 Each Unit may appoint two Lead Cadets who will be responsible for mentoring and guiding the cadets.

7. Leaders / Instructors

- 7.1 Each Unit will have a nominated District Unit Leader. District Unit Leaders will be responsible for the general running of their Unit and at least one District Unit Leader and/or District Cadet Instructor must be present at all meetings/events.
- 7.2 A number of District Cadet Instructors can be part of the Unit. District Cadet Instructors will support the District Unit Leader in the delivery of training and planning activities.
- 7.3 District Unit Leaders/District Cadet Instructors will be volunteers recruited from the organisation or externally. They can be any rank or grade, including members of the Special Constabulary and police support volunteers. Where the District Unit Leader/District Cadet Instructor is a Norfolk Constabulary officer or paid staff member, the role is a secondary duty. District Unit Leaders/District Cadet Instructors are to be vetted to NPPV level 2 and Disclosure and Barring Service (DBS) checked.
- 7.4 District Unit Leaders/District Cadet Instructors give their own time voluntarily on a weekly basis to fulfil this role. In recognition of their contribution, Norfolk Constabulary will match voluntary hours from 150 hours for a Norfolk Constabulary officer or paid staff member per year, or 185 hours to reflect the actual hours Cadet Unit Leaders complete

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(equates to approximately a minimum of three hours per week). All claims must be made with the knowledge of RMU and the VPC Coordinator.

- 7.5 This match funding of hours will allow the District Unit Leaders/District Cadet Instructors to accrue hours, which will be recorded by RMU as hours balancing. This will be at a rate of matched hours 1:1, excluding Bank Holidays. When a Unit is requested, or its deemed necessary, to be at a public event on a Bank Holiday and its authorised by the VPC Coordinator, officers will receive recompense in line with Police regulations and police staff are able to swap the day or take the time back as hours balancing.
- 7.6 Cadet Leaders can claim mileage to and from their home, only if they attend a cadet session in their own time, this must be completed within 6 months of the date they travelled and should be approved by the VPC Coordinator.
- 7.7 Any expenses incurred at cadet events must be approved by the VPC Coordinator before the event or, if not possible, afterwards at the earliest opportunity.
- 7.8 Any time away from the paid Norfolk Constabulary primary role is subject to the usual rules covering absences and should always be agreed by the individual's line manager. Taking hours balancing as absence will remain as local agreement with the individual's line manager.
- 7.9 Where members of the Special Constabulary act as District Cadet Instructors, the hours worked in that role may be included in their duty time, however, the Special Constable's duty hours should not be exclusively made up of the District Cadet Instructor role.
- 7.10 At least one District Unit Leader/District Cadet Instructor at each meeting/event must be standard first aid trained.
- 7.11 A District Unit Leader/District Cadet Instructor from each Unit will attend the monthly meetings as outlined above.
- 7.12 Persons interested in becoming a District Cadet Instructor should contact the VPC Coordinator to express their interest. In the event of a cadet attaining 18 years of age and they wish to be a District Cadet Leader, they cease to be a cadet and cannot start as a District Unit Leader until vetting and DBS checks have been completed.
- 7.13 All volunteers will be subject to vetting and a DBS check before being accepted into the role. The vetting is managed by the CiP Manager and the DBS is managed by the VPC Coordinator.
- 7.14 The required ratio of District Unit Leaders/District Unit Instructors to cadets is:
 - For inside sedentary activities – 1:12
 - For inside active activities – 1:8

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- For all outside activities – 1:6

However, District Unit Leaders/District Cadet Instructors are reminded that Safeguarding Training recommends another District Unit Leader/District Unit Instructor be present, therefore all cadet activities must have at least two District Unit Leader/District Cadet Instructors present.

7.15 Any deviation from the above ratios must have express permission from the VPC Co-ordinator.

7.16 The responsibilities of the District Unit Leaders/District Cadet Instructors are defined in the role profile available from the VPC Co-ordinator. Volunteer District Unit Leaders/District Cadet Instructors are to conduct themselves in a professional manner at all times, in line with the Code of Ethics and Code of Conduct. A signed copy of the Code of Conduct must be sent to the VPC Coordinator.

7.17 All District Unit Leaders/District Unit Instructors must complete Safeguarding children introduction e-learning which is provided by the VPC Coordinator from the National VPC Hub Team, see 15.1.

8. Cadet Recruitment

8.1 Recruitment will prioritise inclusivity and widening participation, consistent with national expectations and the Central team will oversee it, in-conjunction with the Units. Cadets can only be recruited when they turn 13 years of age, those recruited will be allowed to remain as a cadet until their 18th birthday. All applicants will need to have the consent of their parent/guardian when signing up through VPC Code of Conduct and The VPC Gateway Permission Slips.

8.2 If expressions of interest are being received where the Unit does not have space, our VPC Waiting List will be used and the applicant's contact details stored so that contact may be made at the appropriate time.

8.3 Recruitment drives will take place locally as often as they are required recruitment activity should, where possible follow a **youth centred engagement approach**, including outreach in schools, community groups, youth organisations, and settings supporting vulnerable young people.

8.4 To become a cadet, a young person can express their interest and will be offered a pre-meeting/call and a trial period before they sign up. The District Unit Leader would need to ensure they have their basic details in case of an emergency. After the trial period, if they wish to sign up, they will need to complete a parental consent form to sign up to the VPC Gateway Portal, a uniform order form and sign the Code of Conduct.

8.5 Any expression of interest, parental consent form for the VPC Gateway Portal and signed Code of Conduct should be returned to the VPC Deputy Coordinator.

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Vetting

- 8.6 In line with the National VPC Hub, cadets are not subjected to any form of vetting.

Equal Opportunities

- 8.7 Norfolk VPC are committed to promoting and embedding Norfolk Constabulary's Equality, Diversity and Inclusion Strategy 2022 – 2026. Norfolk VPC is accessible to all, our venues are disability competent and our Cadet Leaders ensure activities are altered to be accessible for all young people.
- 8.8 Units should ideally be representative of the community in which they operate and span the full age range, i.e. 13-18.
- 8.9 In compliance with Norfolk Constabulary's recruitment policy, positive action may be taken to encourage candidates from under-represented groups to apply, although all appointments will be made solely on merit.
- 8.10 Young people with disabilities should be encouraged to enrol as cadets. District Unit Leaders/District Cadet Instructors should adhere to the Local Service Commitment to disability but should always consider making adjustments where it is reasonable to do so in order to support and enable the individual. If necessary, this may mean utilising the support of a carer provided by the cadet. This would need to be agreed at a local and Governance Board level, and if deemed appropriate any carer would need to have an up to date DBS check.
- 8.11 In extreme cases some young people require constant close supervision and care, which the VPC cannot provide. The benefits to the young person should be weighed against the impact of the required adaptations when deciding if an applicant can be accommodated. District Unit Leader/District Unit Assistants should make every attempt to accommodate all potential applicants and their needs and should note their justifications on the VPC Gateway Portal database.
- 8.12 Specialist support and advice in working with children with special needs can be found by accessing Norfolk Safeguarding Children Board: www.norfolkscb.org

Convictions

- 8.13 Applicants with previous convictions will be assessed on a case by case basis and their involvement risk assessed and balanced against the benefit to that young person.
- 8.14 The VPC Co-ordinator, in conjunction with District Unit Leaders may also wish to implement trial periods or "Acceptable Behaviour Contracts" in order to set out clear boundaries for these cadets.
- 8.15 Once part of the VPC Scheme, cadets must report immediately to the District Unit Leader/District Cadet Instructor in charge of their Unit if they

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receive a summons/order or other notification that criminal or civil action is being taken against them or they are to appear at any court as a witness.

Young People identified as being 'at-risk' or 'vulnerable'

8.16 The following are useful sources of information to help identify young people as being 'at-risk' or 'vulnerable':

- Defining Child Vulnerability: Definitions, frameworks and groups
- Know the Signs
- Norfolk Safeguarding Children Partnership

8.17 An 'at risk' cadet is defined as a young person with challenging or offending behaviour. These can be identified as any young person who has come to the notice of one or more of the teams/units listed below:

- Uniformed Officers;
- OPT;
- Youth Offending Team;
- Common Assessment Framework (CAF) Referrals;
- Providers of services for young people excluded from schools or in transition.

8.18 A young person is considered as 'vulnerable' if they are;

a) Vulnerable to Crime

- Vulnerable to committing crime:
 - Due to domestic influence
 - Due to social influences
 - Due to peer pressure
- Vulnerable to reoffending.
- Vulnerable to being a victim of crime.
- Vulnerable to the effects of 'Fear of Crime'.

b) Vulnerable to Exclusion

- Vulnerable to social exclusion:
 - Through disability.
 - Through language barriers.
 - Through cultural barriers.
 - Through isolation or commitment (young carers etc).

c) Vulnerable to Abuse

- Emotional.

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- Physical.
- Sexual.
- Psychological.

d) Or for any reason, may not achieve some or any of the following:

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

8.19 Each Unit should maintain 25% of available cadet places to those young people deemed as being vulnerable or 'at-risk' of offending/re-offending, with the aim being to educate and divert them from criminality, thereby minimising their vulnerability.

8.20 Recruitment of 'at-risk' cadets can be achieved by working with partner agencies, Youth Justice Service and voluntary groups who provide diversion activities for at risk young people in Norfolk. However, young people deemed to be 'at-risk' candidates would go through the same selection process (if accepted as a cadet, a Person Based Risk Assessment must be completed so as to be compliant with the procedures in the Force Policy Document).

8.21 District Unit Leaders/District Cadet Instructors, in liaison with the VPC Co-ordinator should continually review the process of those identified as 'at-risk', and where the risk has been mitigated the individual cadet should be nominally removed from the 25% quota for that unit, allowing for another 'at-risk' cadet to be recruited during the next recruitment opportunity.

8.22 If a cadet breaches the Code of Conduct, they may be requested to leave. Any misconduct will be addressed by the VPC Co-ordinator, who will consult with all Leaders of the Unit, the cadet and their parents/carers. Any decision with regard to disciplinary action will be the responsibility of the VPC Co-ordinator in consultation with the VPC Governance Board. Where decisions cannot be agreed on the disciplinary action required; the case will go before a panel consisting of the VPC Co-ordinator, the Manager of the Specials and Volunteers team, and an impartial District Unit Leader. Advice will also be sought from Professional Standards.

8.23

9. Cadet Career

9.1 All young people wishing to be a cadet will be given the option of a trial period. If taken up, this will be a maximum of three weeks. If they choose this option, only basic emergency details will be shared and a standard cadet uniform will be issued.

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- 9.2 During the VPC Scheme, cadets will benefit from a Youth Engagement Programme that will encourage their social and emotional development, build their resilience and confidence. Through various engaging and interactive activities, from external organisations to internal departments, a cadet will experience and gain knowledge of policing priorities and operations. They will build relationships with their local policing team, volunteer at public facing events and feel part of the policing family. District Unit Leaders/District Cadet Instructors will use national resources which will be found on the Gateway and also any Pol-Ed resources and any historical Norfolk cadets session plans that relate to the key themes and topics that the National VPC provide.
- 9.3 District Unit Leaders/District Cadet Instructors will be responsible for monitoring the cadet's development. When specific achievements have been reached, this will be marked by presenting awards. The cadet syllabus incorporates policing issues which are likely to have a particular impact on young people and youth work activities that promote the social and emotional wellbeing of a young person.
- 9.4 The cadet experience will incorporate national curriculum themes outlined in the **VPC Education & Engagement Toolkit**, supplemented by local materials. Unit leaders must ensure a balanced programme including:
- Understanding policing
 - Community engagement
 - Social action
 - Life skills
 - Wellbeing
 - Youth leadership
 - Policing priorities (e.g. VAWG, serious violence, ASB prevention)

Guest Speakers

- 9.5 Units are encouraged to arrange visits from Specialist Units, both internal and external, to the service. However, the subjects of any guest speakers' speeches must be complimentary to the expected learning outcomes. These may or may not be directly related to policing.

First Aid

- 9.6 All cadets will be provided the opportunity to gain first aid qualifications whilst on the VPC Scheme. This will be delivered internally.

Progression

- 9.7 Although there is no formal rank structure within the VPC, cadets can become Lead Cadets (see section 6).

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Moving Units

- 9.8 Requests for transfers should be made to the VPC Co-ordinator. Once a move has been agreed documentation must be passed from one Unit to the other.

Leaving the VPC Scheme

- 9.9 Cadets approaching age 18 should be provided with clear information about progression opportunities within the wider police family, including volunteering, Specials, apprenticeships, policing careers, and support from national "Pathways into Policing" initiatives.
- 9.10 Cadets choosing to leave the VPC Scheme before their 18th birthday should undertake an 'exit interview' with the District Unit Leader in order to determine why they are choosing to leave. This will enable Norfolk Constabulary to review the VPC Scheme, e.g. what is, and how it is, delivered, as well as identifying potential issues that Norfolk Constabulary may be unaware of.
- 9.11 On leaving the VPC Scheme all issued kit should be returned within three months.

10. Unit Sessions

- 10.1 Structured cadet sessions should be held once a week for approximately two hours, which should take place at a suitable venue, such as a school or police building. These sessions should be recorded on the Gateway Portal as an event before and a register completed during the session and all logged. Weekly sessions should incorporate national toolkit resources where appropriate to ensure consistency with national standards and ensure educational quality across all units nationwide.
- 10.2 Training meetings must have an appropriate number of District Unit Leaders/District Unit Instructors in attendance for the activity taking place, they must all have completed the mandatory checks and training to be considered a District Cadet Instructor.
- 10.3 If alternative premises are used (whether paid or not), the District Unit Leader must ensure they provide the VPC Co-ordinator with the required documentation from the premises' owner/manager, which confirms Public Liability Insurance is in place.

Attendance

- 10.4 Cadets will be expected to attend all meetings. If a cadet is unable to attend, they must notify the District Unit Leader/District Unit Instructor of their non-attendance via the Gateway Portal. The District Unit Leader should ensure all cadets can access the Portal. Cadets should be encouraged to contribute ideas, feedback, and planning input into Unit sessions, supporting the national commitment to youth voice
- 10.5 Repeated non-attendance within a two-month period without notification will result in contact by the District Unit Leader to find out if the cadet

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wishes to continue on the VPC Scheme. Where necessary, the matter should be referred to the VPC Co-ordinator. It will be at the discretion of the VPC Co-ordinator as to whether the cadet is required to leave. There is no threshold for intervention, it will be considered on a case by case basis, which would consider, for example, disability, illness or personal circumstances.

- 10.6 If necessary, cadets may be given a maximum of six months leave of absence, for example, to allow for studying or family commitments.

11. Events

- 11.1 Events should, where possible, reflect local and national policing priorities, and should contribute to cadet development, social action, or community cohesion in ways consistent with national VPC objectives. All cadets should be afforded the opportunity to attend externally driven events, therefore invitations should be circulated to all relevant Units. Locally driven events should be circulated to all cadets in that Unit unless it is deemed inappropriate for some members to attend due to circumstances known to the District Unit Leader.

- 11.2 Consideration will be taken by the District Unit Leader as to whether the cadets attend an event and will be based around the following required information:

- What roles are the cadets expected to undertake?
- How long will they be deployed for?
- Who will be providing transport?
- Will there be refreshments/food provided for cadets?
- What Uniform/clothing/equipment do they need to wear/bring?
- Who will be providing any media (leaflets etc.) they are expected to hand out?
- How many cadets are required?
- Who from the Unit is available to supervise?

- 11.3 District Unit Leader/District Cadet Instructor deployed to supervise cadets must ensure that they are, at all times, in a position to supervise their cadets. They must not be deployed in any other operational capacity at the same time as supervising cadets. Officers should wear either VPC uniform or police uniform, depending on their assessment of the activity.

- 11.4 District Unit Leaders/ District Cadet Instructors are responsible for the safety of the cadets in their care and should be in a position to intervene should the need arise. District Unit Leaders/District Cadet Instructors must undertake continuous risk assessments to judge the hazard level and the safety of the cadets.

- 11.5 Some cadet events may require specific consent forms to be signed. For general events however, the existing parental consent will suffice.

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- 11.6 Cadets must be briefed not only on the event requirements but also how the activity aligns with broader **policing, prevention, and community safety priorities**, promoting understanding of policing.

12. Camps and Trips, Transport and Driving

- 12.1 All camps and trips away that involve an overnight stay should be notified to the VPC Management Team and must be in line with the National Safe to Operate Standards. The District Unit Leader in charge for every camp or away trip must be identified and with the VPC Management Team, the Units must fill in a VPC Offsite Visit Unit Leader Checklist, which will include appropriate plans (including the opinions of young people), risk assessments and activity details.
- 12.2 A signed VPC risk assessment (RA) must be completed and circulated by a District Unit Leader, prior to a trip away with an overnight stay, or where physical activity is planned, alongside a VPC Offsite Visit Unit Leader Checklist, both being signed off and agreed by the VPC Coordinator. Any external service provider being used should be able to provide details of their own RA. The VPC Management Team will create an archive of RAs for accommodation, activities and activity providers, which will be located on the shared drive. This can be used as a source of reference. When RAs are completed for new locations/activities/service providers they should be added to this archive so others may access this information.
- 12.3 In accordance with national inclusion objectives, all trips should be accessible to all cadets regardless of financial status, disability, gender identity, cultural background, or other protected characteristics. Funding support or adjustments should be considered to avoid exclusion. All trips must also consider the group of cadets they have and whether the leaders have the training and ability to support safe engagement of all cadets.
- 12.4 Supervision must meet or exceed the ratios outlined in the National Safe to Operate Standards. Supervisory staff must be briefed on safeguarding arrangements for the trip and must be appropriately vetted, trained, and competent (see section 6).
- 12.5 Cadets should be encouraged to take part in activities/events arranged by other youth organisations, making sure they are approved organisations.
- 12.6 Adventure activities must only be delivered by appropriately licensed or accredited providers, in accordance with the Activities Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 2004. Accommodation, transport and activity providers must meet safety expectations aligned to both Norfolk internal requirements and national expectations for youth engagement safety.
- 12.7 In order to ensure suitability for the activity or event, a visit to the proposed venue is advised as part of the RA process. If this is not feasible, then it is advisable to seek previous users' feedback/information and to obtain a copy of the site's risk assessment and emergency procedures. Fire is the greatest risk in any accommodation.

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- 12.8 Careful planning should ensure the welfare of young people; meeting individual's needs and providing protection from abuse. Sleeping arrangements, including tented accommodation, for male and female cadets and staff must be considered, including those whose gender identity does not match the gender they were assigned at birth and/or who identify as non-binary. Consideration should be given to access for those with any disability. There must never be mixing of cadets and District Unit Leaders/District Cadet Instructors in any sleeping arrangement.
- 12.9 All District Unit Leaders and District Cadet Instructors should not share a room or changing facilities with cadets.
- 12.10 Equipment must be suitable for the intended task.
- 12.11 Team equipment that must be included in any trip away should include:
- First Aid kit;
 - Mobile phone (charged);
 - Maps/directions (including local emergency services/hospitals);
 - Tickets/invoices/receipts for prepaid services;
 - Health and permission forms and contact details.
- 12.12 Behaviour expectations during camps and trips must reinforce national aims for positive role modelling, youth leadership, and prosocial behaviour. Cadets must be reminded that they represent both Norfolk Constabulary and the National VPC. Ground rules need to be set and participants must sign up to an agreed code of conduct. In particular, it is important to decide upon suitable penalties for behaviour below the agreed acceptable standard. This can be by local arrangement for particular trips and will be based around the Cadet Code of Conduct.
- 12.13 District Unit Leaders/District Cadet Instructors, cadets or any other person under the Management Structure, should not, under any circumstances, consume alcohol whilst engaged in any event organised, run by or involving the VPC.

Transport and Driving

- 12.14 Drivers must ensure they are appropriately trained and approved for the vehicle they are driving. Cadets may be transported in suitable police, or hire vehicles, but District Unit Leaders/District Cadet Instructors should never transport a lone cadet. Under no circumstances can a cadet be driven in District Unit Leaders'/District Cadet Instructors' personal vehicles.

13. Uniform

- 13.1 VPCs are ambassadors for Norfolk Constabulary, and will be expected to maintain a professional image, extending to their standard of dress. Cadets may only wear their uniform when at training, or an event organised through the VPC.

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- 13.2 Cadets will be issued a personal uniform and will be required to complete the uniform forms to request their uniform as soon as possible. Until a cadet has a uniform, they should attend training meetings in their school uniform. Only authorised uniform should be worn as per 13.4.
- 13.3 All cadets will be issued brand new personal uniform. It may be the case that while waiting for new uniform to arrive, cadets can 'borrow' from a stock of used, clean uniform, in order for them to take part in events or activities.
- 13.4 Uniform will remain the property of Norfolk Constabulary, and each cadet is responsible for keeping and maintaining their own kit. Cadets are entitled to:
- 1 Black Softshel with Cadet Patch on the front and back;
 - 1 pair Black Trousers;
 - 1 Long sleeved white shirt female/male;
 - 1 Red Tie;
 - 1 Black Belt;
 - 1 Polo with VPC Crest;
 - 1 Black Beret with Badge sewn on;
 - 1 Black Baseball Cap with the VPC Crest;
 - 1 pair sliders & epaulette;
 - 1 High Visibility Bomber with VPC Crest.
- 13.5 District Unit Leaders/District Cadet Instructors are responsible for ensuring that uniform order forms are returned to the Support Manager as soon as possible to ensure uniform is ordered in a timely manner.
- 13.6 Cadets are required to provide their own footwear in the form of plain black shoes/boots – school shoes should be acceptable. Cadets should wear black socks. If a cadet needs assistance with footwear this may be funded by Norfolk Constabulary depending on individual circumstances.
- 13.7 Uniform is to be clean and well presented. Berets should be shaped, and should be worn on request, in more formal events, where all Uniform should be clean and ironed. Berets should not be worn inside unless on parade.
- 13.8 Uniform should be returned to uniform stores when a cadet leaves the VPC Scheme, or the item is no longer suitable (damaged/no longer fits). An inventory of kit is kept for each cadet, and this will be updated with issue/return.

General Appearance

- 13.9 Cadets should be encouraged to take pride in their appearance, and Police Uniform Standards can be used as a guideline. Hair must be kept

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tidy and tied up if it is longer than collar length. Make-up should be of neutral appearance, and excessive jewellery should not be worn.

14. General Administration

Data Protection and Security

- 14.1 All data management must comply with Norfolk Constabulary information standards and the National VPC's requirements for reporting, safeguarding submissions, and performance monitoring. This includes participation, demographic, safeguarding, and social action data required for national impact reporting. The Norfolk VPC will follow the Force Data Protection and Information Management policies. Cadets will register their personal information including contact details in an emergency and any health matters/conditions on the VPC Gateway Portal.
- 14.2 District Unit Leaders/District Cadet Instructors will communicate with cadets about forthcoming events, training sessions etc via the VPC Gateway Portal. District Unit Leaders and District Cadet Instructors should not set up groups with their cadets electronically and on any social media platforms, which includes WhatsApp, and must not send direct messages either. This includes groups for parents and it is advised that text message is used for District Unit Leaders/District Cadet Instructors in line with the Force Data Protection and Information Management policies. District Unit Leaders and District Cadet Instructors should not give their personal phone numbers to cadets under any circumstances and any contact in an emergency must be on a work phone. The VPC Coordinator can contact parents and cadets using a work phone in safeguarding cases and on activities.
- 14.3 As part of the national strategy's focus on youth empowerment and digital safety, communication channels must remain professional, transparent and compliant with safeguarding expectations. All digital engagement must adhere to force policies and national VPC guidelines. Cadets will not have access to IT systems or sensitive documents, so will not require any Information Management and Data Protection training. They will be trained on the Code of Ethics. Copies of all relevant policies and documents referred to within this policy will be provided to cadets as standard and upon request.
- 14.4 Records relating to cadet participation, attendance, learning and safeguarding must be maintained on the Gateway Portal and must be available for national audits or benchmarking activity undertaken by the National VPC Hub. Paper and/or computer records will be maintained by District Unit Leaders/District Cadet Instructors and the Support Manager in line with Data Protection and Force Information Management which is to be monitored with the Force Data Protection Officer (DPO).
- 14.5 Cadets must not have access to police systems, sensitive information or restricted areas. Briefings should reinforce national safeguarding expectations and boundaries between cadet activities and operational policing environments.

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Discipline

- 14.6 Cadets should understand basic principles of discipline, including punctuality, standard of appearance, and receive a copy of the Cadet's Code of Conduct. All cadets must be made aware of the appropriate use of social media as per the Digital Engagement and Social Media policy.
- 14.7 Cadet conduct will be locally managed within Units. Any serious disciplinary concerns, such as bullying, criminal conduct or being arrested should be referred to the VPC Co-ordinator and will be managed on a case by case basis.
- 14.8 In exceptional circumstances, cadets may be suspended from attending meetings, or asked to leave the VPC. Any such instances will be reached in joint discussion with the VPC District Unit Leaders responsible for the cadet and the Senior VPC team.

Safety

- 14.9 Under the Police (Health and Safety) Act 1997, cadets will be treated in the same way as employees while under the control of police. The Force Health and Safety policy explicitly mentions cadets and it is the duty of all Cadet Leaders to read and follow the policy when acting as a Cadet Leader, in areas not limited to Risk Assessments, Fire Safety, Accidents, Injuries and Near Miss (AIMS), Food Hygiene and Equipment. Cadet Unit Leaders have a responsibility to check each building meets the fire safety management guidance. Generic Risk Assessments (onsite and offsite) that are signed off by Health and Safety and the Cadet Force Coordinator can be used but where appropriate must be adapted depending on the activity and specific risks.
- 14.10 If a person based risk assessment is required, this will be completed prior to them commencing training and this will show that all necessary controls have been put in place.
- 14.11 Prior to deploying cadets, District Unit Leaders/District Cadet Instructors should ensure that operational supervisors are aware of cadets' intended activities (as outlined in Section 11 and 12), and that all precautions to prevent injury or danger have been taken. If there is doubt that precautions are adequate, the VPC Co-ordinator should be consulted.
- 14.12 Any injuries, diseases and dangerous occurrences (RIDDOR 1995) suffered by cadets will be reported using the appropriate form and process.

Welfare

- 14.13 Should a cadet be subjected to any incidence of bullying, inequality or believe they are being treated unfairly, they should contact their District Unit Leader/District Cadet Instructor.
- 14.14 If a cadet does not feel comfortable raising an issue with the District Unit Leader/District Cadet Instructor or the issue is about their District Unit

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Leader/District Cadet Instructor, they should contact the VPC Co-ordinator or the National VPC Team.

- 14.15 Norfolk VPC follows the Force Anti Bullying, Harassment and Victimisation policy and our Cadet Leaders have access to internal and external training and workshops to continuously maintain the right standards and culture.

15. Child Protection

- 15.1 All leaders must undertake safeguarding training aligned to national standards with National Intro to VPC Safeguarding and VPC Managing Safeguarding Concern and participate in annual training and updates in line with the national Safe to Operate framework.
- 15.2 Should a cadet make an allegation, has any concern or discloses information with regard to their wellbeing, then the person disclosed to must adhere to the National VPC Safeguarding Guidance A-Z the National Volunteer Police Cadets Safeguarding and Wellbeing Policy and The Norfolk Constabulary Child Protection Policy, following the VPC Safeguarding Flowchart.
- 15.3 Norfolk VPC follow the National VPC Safeguarding Policy. Safeguarding concerns must be raised via the Gateway Portal to the National Safeguarding Hub, ensuring Norfolk VPC fully participates in national data gathering and case tracking, as required by the national strategy. Most safeguarding concerns are raised within the programme to a Leader or the Cadet Programme Manager, any concern must still be raised and logged on the Gateway Portal. Alternatively, they can speak with national agencies such as Crimewatch UK or Childline.

16. Finance

- 16.1 Funding is made available at the inception of a new Unit to cover start-up costs such as uniform and initial room hire. Finance for units must be managed transparently and in accordance with Norfolk Constabulary financial regulations and the emerging national VPC sustainability framework.
- 16.2 Units, in association with VPC Coordinator, should proactively explore national and local funding opportunities made available through the National VPC team or local grants, sponsorship and charitable funding streams where permitted.
- 16.3 Units may receive donations from local businesses or organisations. These donations will be banked into the respective Units by an activity code set up by Finance. Donations and fundraising must align with national ethical and safeguarding standards, ensuring that sponsorship reflects the values and public trust requirements of policing and the National VPC

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16.4 Any fund-raising activities undertaken by Units must be pre-approved by the VPC Co-ordinator and Finance Department to ensure they are compliant with relevant guidelines.

16.5 No subscriptions should be taken from cadets under any circumstances.

17. Services for Young People

17.1 Norfolk VPC is committed to supporting cadets through their journey with us and acknowledge that from time to time a cadet may need help during their adolescent life. Supporting the welfare of cadets is a key component of national and local strategy. Units and VPC Coordinator must signpost young people to appropriate support services and work in partnership with local agencies to promote wellbeing, in alignment with national commitments to early intervention and youth support

17.2 Leaders should ensure cadets are aware of national support pathways, national safeguarding reporting options, and youth facing organisations that align with national VPC aims such as:

- Early intervention services
- Youth mental health support
- Online safety and wellbeing resources
- Career and progression opportunities (local and national)

17.3 The following websites will signpost cadets to the right place:

- For health services, see Just one Norfolk
- For youth organisations, see Momentum