Summary

This policy document is about the introduction of the Volunteer Police Cadet Scheme in Norfolk Constabulary.

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Note: Please send the final FPD with both signatures on it to the Force Policy Officer for the audit trail.

⚠️ Please note that if the FPD still has the word DRAFT in the footer when asked for production, it is not taken as the definitive FPD policy.
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Legal Basis
(Please list below the relevant legislation which is the legal basis for this policy document).
You must update this list with changes in legislation that are relevant to this policy document.

Legislation specific to the subject of this policy document

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Other legislation which you must check this document against

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<td>Diversity Race Relations Amendment Act 2000</td>
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Other Documentation:
- Uniform and Standards Force Policy
1. **Introduction and Purpose**

1.1 Norfolk Constabulary recognises that young people have an important part to play within their community and the police service and is committed to engaging with children and young people to ensure that they have the opportunity to lead rewarding and productive lives.

1.2 Safer Neighbourhood Teams (SNTs) have identified that one of the highest public concerns around anti-social behaviour is young people hanging around. However, it is important to recognise that the majority of young people are not involved in crime or anti-social behaviour and are responsible, law-abiding citizens who can, and do, make a positive contribution to their community.

1.3 In order to try and combat this public concern and establish relationships with young people, Norfolk Constabulary has introduced a Volunteer Police Cadet (VPC) Scheme.

1.4 The Cadets are an important part of our extended police family and are able to help progress current initiatives and enhance the way in which we capture and develop the skills and enthusiasm of young volunteers.

1.5 Seeing young people in a positive way can help to reduce the fear of crime and, by being visible, the Cadets can contribute to public satisfaction.

1.6 This procedure aims to provide guidance and support for those working with Volunteer Police Cadets and for the Volunteer Police Cadets themselves, to ensure that they are supported, managed and understood within the organisation.

2. **Aims, Mission Statement and Motto**

2.1 The aims of Norfolk Constabulary Volunteer Police Cadets are:

- To promote and encourage a practical interest in policing among young people,
- To provide training which will encourage positive leadership within communities,
- To encourage the spirit of adventure and develop qualities of leadership and good citizenship.

2.2 In order to further enhance the understanding of the purpose behind the initiative, a mission statement is provided which succinctly sums up the Constabulary’s rationale for implementing a VPC scheme, this is:
“To reduce youth vulnerability to crime and social exclusion through enhancing young people’s ability to contribute and achieve.”

2.3 The VPC motto is:

“It’s not where you’ve come from; it’s where you’re going that counts.”

2.4 A copy of the VPC Code of Conduct is given at Appendix A.

3. General Principles

3.1 Each VPC unit must be sustainable and target the needs of the community they serve.

3.2 Each VPC unit should comprise of a balanced mix of young people; including those in need of diversion/guidance and those who already have a strong sense of community spirit and the desire to make a positive contribution to their community and/or police service.

3.3 Cadets will not be used to replace paid personnel, provide cover for vacancies, annual leave, sickness, abstractions through attendance at courses/court or undertake duties of paid staff during industrial disputes or other local disputes.

4. Why become a Volunteer Police Cadet?

4.1 There are many reasons why people choose to volunteer generally, but specifically, Volunteer Police Cadets can expect to develop skills that will assist them in the competitive job market, encourage good citizenship, assist in making positive life choices and influence the shape of the community and the police service of the future.

4.2 Although there is no implied guarantee of future employment, for those who are considering joining the police service when they are older (either as a police officer or police staff), the scheme provides a good insight into many aspects of police work which will be beneficial when completing applications for police jobs.

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 of the Scheme**

5.1 Each unit will be managed locally with the local Safer Schools Constable having overall responsibility for the day-to-day running of their individual unit.

5.2 However, to ensure consistency of experience across the Constabulary and to assist in mitigating any risk to the organisation’s reputation, each unit must be set up and run based on corporate aims, objectives and methodology.

5.3 In order to facilitate this, a Cadet Liaison Manager will be nominated for the Constabulary.

**Cadet Liaison Manager**

5.4 The Cadet Liaison Manager’s role will involve:

- Recruitment and Vetting of new cadets,
- Risk Management (where cadet’s vetting highlights potential risks),
- Approving local projects/initiatives,
- Agreeing which officers can take cadets out on patrol with them,
- Attendance management, and
- Health and Safety and Welfare issues.

5.5 This list is not exhaustive. The Cadet Liaison Manager will also be responsible for chairing the VPC quarterly meetings, which will review the following:

- Cadet activities,
- Amount of subscriptions,
- The policy (to make recommendations for change),
- Recruiting,
- How to encourage disaffected, disadvantaged and under represented youth to become volunteer cadets.
- Training of Cadets and Cadet Leaders

5.6 This post should be filled by a police officer not below the rank of Inspector and will be a **secondary** duty.
Cadet Unit Staff Leaders

5.7 Each unit will have a nominated Cadet Unit Staff Leader. Cadet Leaders will be responsible for the general running of their unit and at least one Unit Leader and/or Assistant Cadet Unit Staff Leader must be present at all meetings/events.

5.8 A number of Assistant Cadet Unit Staff Leaders can also be appointed who can be utilised to assist within any number of units.

5.9 Cadet Unit Staff Leaders will be volunteers recruited from the organisation – they can be any rank or grade, including special officers and police support volunteers. Where the Cadet Staff Unit Leader is a Constabulary paid employee, the role of Cadet Unit Staff Leader is a secondary duty.

5.10 Cadet Unit Staff Leaders will be expected to give up their own time on a weekly basis to fulfil this role. However, in recognition of the importance of the role, the Constabulary will match voluntary hours up to a maximum of 150 hours per staff member per year (equates to approximately three hours per week).

5.11 This match funding of hours will allow the leaders to bank hours over the year, which can be used for weekend and holiday events. The Cadet Liaison Manager will maintain and monitor this process on behalf of the organisation.

5.12 Any time away from the primary workplace is subject to the usual rules covering absences and should always be agreed by the member of staff’s line manager.

5.13 Where members of the Special Constabulary act as Cadet Unit Staff Leaders, the hours worked in that role may be included in their duty time, however, the Special's duty hours should not be exclusively made up of the Cadet Unit Staff Leader role.

5.14 At least one Cadet Unit Staff Leader and/or Assistant Cadet Unit Staff Leader at each meeting/event must be first aid trained.

5.15 Where an event away from the normal meeting place is taking place, a female Cadet Unit Staff Leader or Assistant Cadet Unit Staff Leader should accompany all mixed sex groups.

5.16 Cadet Unit Staff Leaders and or designated Assistant cadet Unit Staff Leader from each unit will attend the quarterly meetings chaired by the Cadet Liaison Manager as outlined above.
5.17 Persons interested in becoming a Cadet Unit Staff Leader will be subject to vetting before being accepted into the role.

**Ratio**

5.18 The required ratio of leaders (including assistants) to cadets is:

- For inside sedentary activities – 1:12 (including all activities within Norfolk Constabulary premises).
- For inside active activities – 1:8.
- For all outside activities – 1:8.

Any deviation from the above ratios must have express permission from the Cadet Liaison Manager.

6. **Cadet Rank Structure**

6.1 Each unit will be formed into a maximum of four sections – Blue, Yellow, Green and Red.

6.2 Each section will have a Section Leader who will be responsible for guiding, leading and mentoring more junior Cadets.

6.3 Units may also decide to appoint Section Leaders in other roles, e.g. to take responsibility for training/mentoring new Cadets.

6.4 Section Leaders will be identifiable by wearing one silver bar on their epaulettes.

6.5 Each unit may appoint a Senior Cadet who will be responsible for mentoring and guiding the Section Leaders. Senior Cadets will be identifiable by wearing two silver bars on their epaulettes.

7. **Recruitment**

**Eligibility**

7.1 Cadets can only be recruited between the ages of 13 and 16, but 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(s)/guardian(s) when applying (this forms part of the application form).

7.2 Cadets should reside in the immediate local area of where the unit is based (unit boundaries will be set at the 9 Local Policing Command boundaries where a Tier 1 Safer School exists). If
applications/expressions of interest are being received from young people from outside the local/qualification area, consideration should be given to forming another unit within that local area.

7.3 Applicants must not be or have previously been a member of the British National Party (BNP) or other similar organisations, whose aims, objectives or pronouncements may contradict the duty to promote race equality.

Recruitment and Selection Process

7.4 Recruitment drives will take place locally as often as they are needed. The scheme will be advertised locally via a variety of different methods, e.g. posters/talks in schools and youth centres, websites, stands at local events etc.

7.5 In order to become a cadet, an application pack must be completed, which can be obtained from their local SNT office, or via email by sending a request to cadetsinfo@norfolk.pnn.police.uk. This pack includes the application form, vetting form, parental consent form and code of conduct.

7.6 Application forms can be completed at any time; there is no need to wait for a recruitment drive.

7.7 Completed forms will be sent to the Cadet Liaison Manager who will forward the form to the Cadet Unit Staff Leader for the unit that the applicant has requested to join.

7.8 The Cadet Unit Staff Leader and Assistant Cadet Unit Staff Leaders will then sift the application forms and successful applicants will be notified via letter that they have a conditional place on the scheme, pending vetting checks. Contact will be made with the applicant to arrange a suitable time for their ID to be checked and copied.

Vetting

7.9 The Cadet Unit Staff Leader will then be responsible for forwarding the successful applicants’ application form, completed vetting form and ID photocopies to the Cadet Liaison Manager who will be responsible for forwarding them on to the vetting office.

7.10 All potential cadets will be vetted to NPPV 1.

7.11 Results of the completed vetting checks will be sent to the Cadet Liaison Manager who will be responsible for notifying the appropriate Cadet Leader of the results.
7.12 Where there are risk(s) highlighted, the Cadet Liaison Manager, in conjunction with the Cadet Unit Staff Leader will decide if any potential risk is manageable.

7.13 Where the vetting highlights risks that are deemed not to be manageable, the Cadet Liaison Manager, in consultation with the Vetting Manager will be responsible for writing a standard letter to the candidate withdrawing their conditional offer of appointment, but will not detail why they have been declined.

Appointments
7.14 Successful applicants will then be offered a place and will be sent details of their first session.

7.15 Where no current vacancies exist, successful applicants will be notified and added to a waiting list (administered by the Cadet Liaison Manager). When a vacancy arises, an applicant will be selected from the waiting list based on need and length of time on the list.

Equal Opportunities
7.16 Units should ideally consist of a balanced diverse mix of young people who span across the full eligible age range and who are representative of the community in which they volunteer.

7.17 In compliance with the Constabulary’s recruitment policy, positive action may be taken to encourage young people from under-represented groups to apply, although all appointments will be made solely on merit.

7.18 The scheme welcomes applications from young people of all abilities. If an applicant has special requirements this will, wherever possible, be accommodated. If necessary, this may mean utilising the support of a carer provided by the cadet. Any carer would need to be vetted and have a Criminal Records Bureau (CRB) check carried out.

Young People Identified as being ‘At-Risk’
7.19 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:

- SNTs;
- Operational Partnership Teams;
- Youth Offending Team;
- Safer Schools;

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7.20 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.

7.21 Recruitment of ‘at-risk’ cadets can be achieved by working with Safer Schools, partner agencies such as Youth Offending Teams 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.

7.22 Cadet Unit Staff Leaders, in liaison with the Cadet Liaison Manager 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. Training and Development

8.1 Once accepted onto the scheme, the cadet must attend training sessions and reach a required standard before being issued with a standard cadet uniform. Sessions are weekly, and it is estimated to take twelve weeks to reach the necessary standard.

8.2 During the first 12-months on the scheme, cadets will be expected to follow a training and development programme, which will be provided for them by the Cadet Unit Staff Leader. This programme will be individual to each cadet and will contain achievable, time-related tasks, for example:

- Understanding the Organisational structure;
- Knowledge of localised community operations;
- Tasks related to assisting local SNT staff.

8.3 Cadet Staff Unit Leaders will be responsible for monitoring their unit’s cadet’s progress/development. When agreed milestones/achievements have been reached/made, this will be marked by presenting cadet’s with certificates.
8.4 Cadets will not have access to any IT systems or sensitive documents so will not require any training on Information Management and/or Data Protection. However, it will be made clear to all Cadets that any information they inadvertently overhear/see must not be passed on to third parties. Any concerns should be brought to the attention of the Unit Leaders.

9. Activities – What will Cadets be doing?

Cadet Tasks

9.1 Cadets will be required to attend a weekly meeting, which will be held at their unit’s base station.

9.2 Cadets will be expected to carry out some police tasks under the supervision of Police Officers, and Police Community Support Officers (PCSOs). These tasks may include non-confrontational patrol activities with Police Officers and PCSOs, but not independent patrol.

9.3 Cadets will be allowed to patrol with officers when they have:

- Reached the age of 16;
- Completed awareness training (in relation to radio usage);
- Completed first aid training; and
- Completed officer safety training.

Please Note: Only officers agreed by the Cadet Liaison Manager may patrol with, and supervise cadet activities. These officers should ensure that conflict or violent situations are actively avoided.

9.4 Cadets may be used on station duties following training and under the supervision of a police officer or member of police staff. They will not be required to have individual IT user accounts.

9.5 Cadets must comply with all lawful orders given by officers. If involved in an incident, cadets will provide statements, recorded by officers. Where appropriate, the consent of parents/guardians will be sought and the cadets treated as vulnerable witnesses.

9.6 Cadets will not be involved in tasks which could compromise information security. Any specific operations/tasks will be subject to specific briefings as per current practice in operations involving young people.
Social Activities

9.7 Social activities should be arranged for and by cadets throughout the year and should be encouraged. Units will be expected to give full support to multi-unit events, which may involve cadets having to spend limited time away from home.

9.8 All local initiatives and projects will be approved by the Cadet Liaison Manager and will be supervised by Cadet Unit Staff Leaders.

9.9 Cadets should be encouraged to take part in activities/events arranged by other youth organisations, such as military cadet corps, or other approved organisations.

9.10 Outdoor activities and/or adventure activities (e.g. canoeing, abseiling etc.) will only be led by staff or contractors who have undergone satisfactory training and are certificated and competent to run such activities. All outdoor activities will be provided in accordance with the Activities Centres Young Persons Safety Act 1995 and Adventure Activities Licensing Act 2004.

10. Uniform and Standards of Dress

10.1 Cadets are ambassadors for Norfolk Constabulary, particularly for the youth arena and as such are expected to portray a professional image and act responsibly at all times.

10.2 All cadets, once attained the required standard, will be issued with a uniform, which will remain the property of Norfolk Constabulary. Initial issue uniform will consist of:

- Black Trousers x 1 pair
- Belt x 1
- Blue Polo Shirt x 1
- Cap (male) x 1
- Bowler hat (female) x 1
- Red Cap band x 1
- Cap Badge x 1
- Epaulettes x 2 pair
- Fleece x 1
- High Visibility Jacket x 1
10.3 Cadets will be expected to provide their own black, flat-heeled uniform footwear, and plain black/navy socks long enough to fit onto the shin. Cadets will be responsible for maintaining their footwear at their own expense and ensuring shoes are clean and polished.

10.4 Trousers and shirts must be clean and well presented. Hats will be worn at all times when wearing uniform outside, unless there are specific cultural, religious or faith justifications otherwise.

10.5 When in uniform, rank insignia must be worn.

10.6 Where the uniform issued is not compatible with religious, cultural or physical needs, the Cadet Unit Staff Leaders will negotiate with the cadet, their parent/guardian and the Procurement Department to find more suitable alternatives.

10.7 Cadets must wear a civilian/plain item of clothing over their uniform when travelling to and from cadet activities to ensure they are not readily identifiable as a cadet or confused with being a police officer.

10.8 Lost items of clothing or equipment must be reported immediately to the local Cadet Leader.

10.9 Any items of uniform that are lost or damaged (other than through fair wear and tear) will be replaced at the cost to the individual cadet.

10.10. All Cadets must familiarise themselves with the Uniform and Standards Policy which covers all standards expected from the Constabulary which must be adhered to.

11. General Administration

Data Protection and Security

11.1 All cadets will be informed at application stage that any information they provide will only be used for matters relating to the Norfolk Volunteer Police Cadet Scheme.

11.2 There is no electronic database for recording the Cadets’ personal information. Paper records will be maintained by Cadet Unit Leaders with details of emergency contact details, safeguarding and medical information etc. These will be added to with additional records as and when appropriate, e.g. records of achievement.

11.3 The Cadet Liaison Manager will be responsible for the safe filing of all application forms.
11.4 Cadets will not have unescorted access to police premises. If at any time door codes or passwords become compromised, they must be changed as per normal procedures.

Registration Cards

11.5 All cadets will be provided with a registration card. These must be worn at all times when performing cadet duties and attending police premises.

11.6 It will be the responsibility of the Cadet Leaders to ensure that all new cadets are brought to headquarters during office hours to be issued with registration cards. This should be done outside of school hours.

Regulations

11.7 All cadets will be informed of the regulations relating to registration cards, cadet uniform and the need for appropriate behaviour at all times.

11.8 Cadets will receive a copy of Volunteer Cadet Codes of Conduct as a guide for standards expected, but will not be subject to Norfolk Constabulary disciplinary or misconduct regulations.

Meetings

11.9 Cadet meetings will usually take place weekly throughout the year and will generally be for two hours.

11.10 Organised activities should be organised outside of this core meeting time, but must be outside of school times, e.g. weekends, schools holidays.

11.11 Meetings will usually take place on either police or school premises, however, where a Unit is not able to use such premises (either short term or long term) other suitable premises should be used.

11.12 If alternative premises are used (whether paid or not), the Cadet Liaison Manager must be informed. The Cadet Liaison Manager will require documentation from the premises’ owner/manager (on letter-headed paper), which confirms agreement for the use of the premises for the VPC scheme and that Public Liability Insurance is in place.

Attendance

11.13 Cadets will be expected to attend all meetings.

11.14 If a cadet is unable to attend the weekly meeting, or arranged activities, they must contact an agreed person/telephone number within their unit in order to notify the Cadet Leader of their non-attendance.
If a cadet repeatedly gives notice of non-attendance, the Cadet Unit Staff Leader will be responsible for contacting the cadet to find out why and whether they still want to be on the scheme. Where necessary, the matter should be referred to the Cadet Liaison Manager. It will be at the discretion of the Cadet Liaison Manager as to whether they are required to leave.

If a cadet fails to attend two weeks within a two-month period without notification or good cause, the Cadet Unit Staff Leader will consider their position and where necessary provide a report to the Cadet Liaison Manager for consideration on action.

If a cadet exhibits unacceptable behaviour that breaches the code of conduct, they may be requested to leave. Any misconduct will be addressed by the Cadet Liaison Manager. Any decision with regard to disciplinary action will be the responsibility of the Cadet Liaison Manager. If the cadet is under 17 years old, a parent/guardian will need to be contacted.

If necessary, cadets may be given a maximum of six months ‘career break’, for example, to allow for studying or family commitments.

Funding

Cadets will be required to pay a small weekly amount, which will go towards the purchase of items required for events and activities. The level of the subscription will be reviewed and decided annually.

Please Note: Lack of contribution due to personal hardship/circumstances will not exclude an individual from taking part in activities within the unit.

Funds will be subject to normal security and audit purposes.

Details of all funds and donations will be recorded and retained for audit purposes.

Cadet Leaders will be responsible for all monies.

Safety

Under the Police Health and Safety Act 1997, cadets will be treated as employees while under the control of police organisations. Therefore, risk assessments must be completed for cadets, as is the case with all other employees.

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11.23 Young Persons Risk Assessments will be completed prior to any training event and this will show that all necessary controls have been put in place.

11.24 Prior to deploying cadets, Cadet Unit Staff Leaders should ensure that operational supervisors are aware of cadets intended activities (as outlined in Section 8 above), and that all precautions to prevent injury or danger have been taken. If there is doubt that precautions are adequate, the Cadet Liaison Manager should be consulted.

11.27 Any injuries, diseases and dangerous occurrences (RIDDOR 1995) suffered by cadets will be reported using the appropriate form, as will near miss incidents.

Welfare

11.28 Should a cadet be subjected to any incidence of bullying, inequality or believe they are being treated unfairly, they should contact their Cadet Unit Staff Leader.

11.29 If the issue involves their Cadet Unit Staff Leader, or they do not feel comfortable raising the issue with the Cadet Unit Staff Leader, they should contact the Cadet Liaison Manager.

12. Leaving the Scheme

12.1 When a cadet turns 18 years old, they are no longer eligible to be a cadet and must leave the scheme.

12.2 A cadet may leave the scheme at any time. Notice of leaving should be given in writing (exception for compulsory leaving on age grounds) and all uniform and equipment must be returned.

12.3 A cadet may be asked/requested to leave the scheme if they show poor attendance and/or unacceptable behaviour.

12.4 When leaving the scheme, if the cadet has served for one year or more, they will receive a certificate of service and an assessment of their character over the period of them being on the scheme and their attendance record.
Appendix A – Cadet Code of Conduct

As a member of Norfolk Constabulary Volunteer Police Cadets you will be required to observe the highest standards of behaviour at all times. It is important both you and your parents/carers understand fully what is required of you throughout the entire time you are a cadet, and whilst you are in the care of your unit leaders or members of the Constabulary.

In accepting a place on the scheme you are required to agree to accept and undertake the following requirements:

- To observe any instructions or restriction requested by your unit leaders or any other member of staff without dissent.
- To demonstrate the highest standard of behaviour, attitude and conduct at all times, both on and off duty, to members of the Constabulary and members of the public, this will also apply away from the unit (i.e. at school, at home and in the community)
- Not to be absent from the scheme without the knowledge or permission of the unit leader.
- Smoking, drinking of alcohol and the use of illegal drugs is strictly forbidden.
- To adhere to the uniform and standards of dress as set out in the VPC procedure.

Discipline procedure

Should you not comply with the codes of conduct outlined above, the following measures will apply.

1. Verbal warning.
2. Written warning.
3. Exclusion from the scheme.

A verbal warning is normally given for a first minor breach of the code and a written warning for a second breach. If you are given a written warning and you commit a further breach, you will be excluded from the scheme unless exceptional circumstances apply. A serious breach may result in immediate exclusion.

Any appeal against exclusion will be heard by The Cadet Liaison Manager.
Declaration

I understand and agree that in the event of me breaching any of the above codes of conduct or by acting in a manner deemed by a unit leader to be prejudicial to the reputation of Norfolk Constabulary then I shall render myself subject to the discipline procedure.

Signature of Cadet............................................

Date.......................  

Name.................................................................

I fully consent to my son/daughter participating in the Norfolk Constabulary Voluntary Police Cadets and understand and agree that they will be bound by the above code of conduct whilst in the care of the Constabulary, and do hereby release the Constabulary and its representatives from all liability and or claims for illness, injuries and damage that may arise directly or indirectly as a result of my son/daughter breaching the conditions detailed above.

Signature of parent/guardian.................................

Date...............

Name.................................................................