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Heddlu Dyfed-Powys Police



Volunteer Police Cadet Policy

Version: 3

Human Resources Department

Date: 23rd June 2009

Review Date: 22nd June 2010

Dyfed-Powys Police

Volunteer Police Cadet Policy

1. Policy Statement

- 1.1 It is the aim of this Volunteer Police Cadet Policy to clarify the important relationship between Dyfed-Powys Police and Volunteer Police Cadets. It provides a framework for a consistent and appropriate approach to volunteering police cadets across the Force and supports the Force's commitment to *Neighbourhood Policing* and the need to ensure effective community engagement with our young people.

This policy demonstrates the commitment of Dyfed-Powys Police to develop an effective partnership which is of mutual benefit, i.e. to encourage and support our young people through positive activities with the aim of building self-confidence and self-esteem, enabling young people to reach their full potential.

To enhance the relationships between the police and young people, building on the informal work already taking place at a community level through Neighbourhood policing and emphasising young people's positive contribution to the communities in which they live.

- 1.2 Dyfed-Powys Police is committed both to its volunteer police cadet programme and to individual volunteer police cadets. This policy demonstrates that we wish to give due care and consideration to all aspects of involving volunteer police cadets within the Force.
- 1.3 Dyfed-Powys Police is committed to providing opportunities to young people through the volunteering police cadet programme and aims enhance life skills and employment opportunities; particularly to those interested in the police service as a future career.

2. Scope and Definitions

- 2.1 Dyfed-Powys Police defines a Volunteer Police Cadet as an individual with no Police powers who, through personal choice, attends a structured training and development programme in order to equip them to perform tasks for Dyfed-Powys Police without expectation or receipt of remuneration.

A Volunteer Police Cadet forms an integral part of Dyfed-Powys Police, however, they are NOT employees and have NO employment status. They will NOT be subject to a contract of employment.

- 2.2 The joining age for Volunteer Police Cadets is between 16 and 18 years.

3. Principles of the Relationship

- 3.1 Dyfed-Powys Police will not introduce Volunteer Police Cadets to replace

paid staff or to cover staff vacancies or shortages.

- 3.2 The underlying principle of the partnership is that Volunteer Police Cadets complement and support ongoing work of the Force.
- 3.3 The Volunteer Police Cadet Scheme aims to provide opportunities to young people (but not exclusively to those) who are interested in the police service as a future career; supporting Force commitment to succession planning.
- 3.4 Dyfed-Powys Police aims to be an inclusive organisation representing the communities which it serves in line with our Equal Opportunities and Diversity Policies. The Volunteer Police Cadet programme contributes to the implementation of these principles by extending the capacity of the Force to involve young people from all sections of the community who may not wish to commit to paid employment.

4. Management

- 4.1 The Chief Officer with responsibility for Human Resources will act as a champion for Volunteer Police Cadets supported by a nominated lead from each division at Chief Inspector rank.
- 4.2 Volunteer Police Cadets must have a clearly identified line manager (Volunteer Cadet Leaders) who are responsible for day-to-day management. The Volunteer Cadet Leaders must be aware of their duty of care and will monitor the attendance, performance, training and welfare needs of Volunteer Police Cadets for whom they are responsible for.
- 4.3 The nominated Chief Inspector lead within each BCU / Department will have oversight and responsibility for all Volunteer Police Cadet issues.
- 4.4 A record of all hours of attendance should be kept and these records will be retained by the Volunteer Cadet Leaders.
- 4.5 Volunteer Police Cadets are subject to specific requirements and risk assessments should be undertaken for every activity a Volunteer Police Cadet undertakes. These risk assessments must be documented and retained by the Volunteer Cadet Leaders. All activities should be in line with the Volunteer Police Cadet role profile.
- 4.6 A personal file will be established for each Volunteer Police Cadet, which will be held by the relevant Human Resources Manager. This will be accorded the same confidentiality as employee records. Volunteer Police Cadets will have access to their own records.

5. Recruitment of Volunteer Police Cadets

- 5.1 Volunteer Police Cadets will be recruited without regard to gender, disability, race, religion, or other aspects of diversity but candidates from minority communities will be encouraged to apply.

- 5.2 Volunteer Police Cadets should, however, be between the ages of 16 and 18. The Volunteer Police Cadet scheme promotes positive action, encouraging and providing young people exposure to the police service. The Volunteer Police Cadet scheme aims to provide opportunities and personal development for those who are unable to join as a Police recruit, due to being under the age of 18. The Volunteer Police Cadet programme supports the Dyfed-Powys Police ethos of succession planning and attracting and retaining high calibre individuals.
- 5.3 An application form should be used. All applicants will be required to attend an interview.
- 5.4 A Volunteer Police Cadet role profile outlines the major tasks and attainments required for the role.
- 5.5 Health clearance is required via the health questionnaire. Parental consent will be required in regards to the completion of the health questionnaire.
- 5.6 Volunteer Police Cadets are required to inform the Force of any disability or medical concern, via either the Human Resources Manager or to the Occupational Health Unit to ensure that the performance of the role will not be detrimental to their health and ensure any necessary reasonable adjustments are made to the working environment.

6. Vetting – Volunteer Police Cadets

- 6.1 Volunteer Police Cadets will be expected to undergo appropriate security and vetting checks in line with Force policy. Volunteer Police Cadets cannot be appointed if they do not undergo and pass the Force security and vetting process.
- 6.2 Parental consent will be required in terms of providing this information.

7. Vetting – Volunteer Police Cadet Leaders and Programme Staff

- 7.1 Volunteer Police Cadet Leaders and Programme staff involved with the day-to-day running of the scheme will be required to undergo vetting processes in line with Dyfed-Powys Police Child Protection Procedures.

8. Risk Assessment and Health Clearance

- 8.1 A health and safety risk assessment should be undertaken by the Volunteer Cadet Leader on all tasks undertaken by Volunteer Police Cadets (this includes classroom based activities). These assessments should take account of any advice related to the health clearance. A record of all risk assessments should be recorded and retained by the Volunteer Cadet Leader.
- 8.2 All risk assessments will be regularly monitored by the Chief Inspector Communities and Partnership.
- 8.3 All those who undertake the risk assessment process must be appropriately risk assessed trained.

9. Volunteer Police Cadets – Terms of Agreement

- 9.1 The involvement of Volunteer Police Cadets does not create a contract of employment. Volunteer Police Cadets will be, however, required to sign a Volunteer Police Cadet Agreement form setting out the basis of the partnership. Either partner may cancel the agreement at any time.

10. Uniform

- 10.1 Volunteer Police Cadets will only be issued with their necessary uniform once induction has taken place and their identification card has been issued. As a condition of the issuing of uniform, Volunteer Police Cadets must also have demonstrated the required level of competence for the role and commitment through regular attendance (ie at least one month - taking into account absences due to examinations, illness or family holidays).
- 10.2 The uniform remains the property of Dyfed-Powys Police and will be returned if voluntary service is ceased or completed.
- 10.3 Uniform should only be worn at official police events and under no circumstances should be worn elsewhere.

11. Attendance Time

- 11.1 Volunteer Police Cadets will be required to attend two-hourly weekly meetings. Police Cadets will also be required to take part in expeditions, activity weekends and personal development opportunities.

Volunteer Police Cadets will also be encouraged to volunteer for additional activities, which may include crime prevention initiatives, police training events, community projects or specific festivals.

- 11.2 The Volunteer Police Cadet programme runs for a two-year period; Volunteer Police Cadets are required to commit to the programme through-out this two-year period.
- 11.3 Volunteer Police Cadet Leaders will be responsible for recording hours of attendance and reasons for absence undertaken by Volunteer Police Cadets on a weekly basis. Police Cadet Leaders will also be responsible for the retention of attendance records.
- 11.4 Volunteer Police Cadets who are in paid employment are encouraged to advise their primary employer that they are undertaking voluntary services and of the approximate hours in which they are committing to Dyfed-Powys Police.

12. Training and Involvement

- 12.1 All Volunteer Police Cadets are required to receive a formal induction with Dyfed-Powys Police before starting as a Volunteer Police Cadet. The induction programme will outline the essentials of the Volunteer Police Cadet programme and the requirements of the role. The induction will be conducted by the Volunteer Police Cadet Leader, the Divisional Professional Development Unit and the Divisional Chief Inspector lead. A

visit to Police Headquarters will also be part of the induction.

- 12.2 Each Volunteer Police Cadet will be issued with a Force ID card (not a warrant card) bearing the identification of VOLUNTEER POLICE CADET / CADET GWIRFODDOL HEDDLU. The ID card is to be worn whenever the individual is undertaking Volunteer Police Cadet duties with Dyfed-Powys Police.
- 12.3 Volunteer Police Cadets will have access to Force computer systems based on need and in line with Force procedures on Data Protection and Information Security, and are subject to the same rules regarding use and confidentiality. Volunteer Police Cadets will be required to abide by the Data Protection Act and The Official Secrets Act.
- 12.4 Volunteer Police Cadets should be allowed, subject to relevance and availability, to undertake relevant training courses. Training which is not directly relevant to the Volunteer Police Cadet programme will not be authorised.
- 12.5 Volunteer Police Cadets will always be accompanied by the Volunteer Police Cadet leader; or those who have been appropriately trained and vetted to supervise Volunteer Police Cadets. Supervision will always be a priority and will be a fundamental part of the risk assessment process for all activities undertaken.

13. Performance Review

- 13.1 An annual review of performance should take place between the Volunteer Police Cadet Leader and the Volunteer Police Cadet (this review is not via the PDRS but on a simpler form on the HR website). The purpose of the review will be to examine the Volunteer Police Cadets role and contribution to ensure that the tasks given are appropriate and to determine further personal development and learning. This review will also ensure that it is in the interests of both the individual and the Force that the relationship continue.
- 13.2 If the Volunteer Police Cadet has not been available and the reason for that is not known to the Force, they should be contacted to clarify the reason and to confirm whether they still wish to continue as a Volunteer Police Cadet.
- 13.3 Should any issues of dispute arise these should be considered by the Chief Inspector Communities and Partnership after submissions by both parties. Their decision will be final on behalf of the Force.

14. Insurance

- 14.1 Dyfed-Powys Police has insurance cover in place for Volunteer Police Cadets aged between 16-18 years.
- 14.2 No driving duties are to be undertaken at any time by Volunteer Police Cadets.

15. Conduct

- 15.1 A Volunteer Police Cadet is a representative of Dyfed-Powys Police. At all times conduct of the highest standard is expected to ensure staff and public confidence is maintained.
- 15.2 Volunteer Police Cadets will be required to comply with all the policies and procedures of Dyfed-Powys Police especially the Health and Safety Policy, Equal Opportunities Policy, Data Protection Policy.

Volunteer Police Cadets must ensure that they comply with all risk assessments undertaken for the tasks and activities of their role.

Volunteers will be informed of issues on Induction.
- 15.3 Volunteer Police Cadets must ensure that activities undertaken in their private lives do not affect the integrity of Dyfed-Powys Police or compromise the work of the Volunteer Police Cadet Programme.
- 15.4 If a Volunteer Police Cadet has a complaint or grievance, they should approach the Volunteer Police Cadet Leader or the Divisional Chief Inspector lead who has responsibility for the Volunteer Police Cadet Scheme on Division.
- 15.5 Volunteer Police Cadets whose conduct is considered inappropriate or where the standard of attendance is not to the standard expected by the Force, may be asked to leave. Each circumstance should be investigated by a suitable person and the Volunteer Police Cadet given the opportunity to respond to any issue. A written record should be kept. Volunteer Cadets will be issued with an expected to abide by the Volunteer Cadet Code of Conduct.

14. Support

- 14.1 It is the responsibility of the Volunteer Police Cadet Leader to provide the Volunteer Police Cadet with regular and constructive feedback on their individual contribution.
- 14.2 Volunteer Police Cadets who experience difficulties or problems with their health as a direct result of their police volunteering activities will be able to receive initial advice and consultation from the Occupational Health and Welfare Department. Referrals should be made via Human Resources Managers.
- 14.3 Volunteer Police Cadets will have access to sports and exercise facilities once they have attended the exercise equipment authorisation and induction course run by a qualified local member of staff.

15. Recognition

- 15.1 All Volunteer Police Cadets who complete the two-year programme, to the required level of competence and commitment, will be presented with a Volunteer Police Cadet certificate at the Volunteer Police Cadet Ceremony.

16. Exit Interview

- 16.1 If a Volunteer Police Cadet indicates that they would like to leave the programme an exit interview should be arranged and undertaken before the Volunteer Police Cadet leaves. This will be undertaken by either the Volunteer Police Cadet Leader or HR representative.
- 16.2 A copy of the completed exit interview should be put in the individual Volunteer Police Cadets personal file and a copy sent to the Chief Inspector Communities and Partnership.
- 16.3 An analysis will be undertaken on exit interviews (ensuring confidentiality of individuals) with all learning being fed back into the programme to ensure that the scheme continues to evolve and improve.

17. Monitoring

- 17.1 In line with other Human Resources Policies, Monitoring of Volunteer Police Cadets will take place in respect or recruitment and retention, conduct and grievance issues and the information presented at least annually to the Equality of Service Delivery Management Group.

Standards of Professional Behaviour

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1. Honesty and Integrity

Police Cadets are honest, act with integrity and do not compromise or abuse their position.

2. Authority, Respect and Courtesy

Police Cadets act with self-control and tolerance, treating members of the public and colleagues with respect and courtesy.

Police Cadets respect the rights of individuals.

3. Equality and Diversity

Police Cadets are honest, act with integrity and do not compromise or abuse their position.

4. Orders and Instructions

Police Cadets obey instructions given by the Cadet Leaders.

5. Duties and Responsibilities

Police Cadets are diligent in the exercise of their duties and responsibilities.

6. Confidentiality

Police Cadets treat information with respect.

7. Uniform

Police Cadets only wear uniform when at official police events.

8. Fitness for Duty

Police Cadets when on duty or presenting themselves for duty ensure that they are fit to carry out their duties and responsibilities.

9. Discreditable Conduct

Police Cadets behave in a manner which does not discredit the police service or undermine public confidence, whether in uniform or not.

Police Cadets report any action taken against them for a criminal offence, conditions imposed by a Court or the receipt of any penalty notice.

10. Challenging/Reporting Improper Conduct

Police Cadets must report to the Cadet Leader the conduct of colleagues which has fallen below the standards of professional behaviour expected.



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