



# Volunteer Police Cadet & Guardian Information Pack 2023-2024



## Forewords:

### Police, Fire and Crime Commissioner, Peter McCall

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*"I would like to congratulate all of our cadets for stepping up to take on this rewarding volunteering role and I am delighted to welcome them to Cumbria Constabulary.*

*"The scheme helps to provide a strong voice for young people within policing and also gives the cadets the perfect opportunity to learn about policing, make a real contribution in our local communities and take advantage of real opportunities for self-development. The scheme creates a constructive environment in which to experience some new personal challenges and most of all, the chance to have fun and be part of a team.*

*"The cadet scheme is an important link with Cumbria Constabulary, who also gain from improved engagement with young people, all of which in turn helps to build better, safer communities in the future.*

*"I am confident that our new cadet recruits will find their role both challenging and rewarding and I wish them and all our existing cadets, all great success."*

### Assistant Chief Constable, Jonny Blackwell

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*As the Citizens in Policing Lead for Cumbria Constabulary and the Designated Responsible Officer for Safeguarding within Cadets, I am very proud of the Cadet scheme we have in this county. Volunteers add immense value to policing through improving community engagement, widening our skill sets and being the voice of the community when it really matters.*

*The way that we, in policing, engage and listen is vital. I am a passionate advocate of supporting young people to make sure that they are given the best possible information and opportunities to make the right choices and Cumbria Constabulary Police Cadets is a scheme that supports the growth of all young people no matter their background.*

*It is vitally important that, as well as provide a strong Cadet programme, we as a Constabulary listen to the experiences of young people as well. I look forward to seeing the Cadets progress through their volunteering journey with us and welcome them and their families to the Constabulary.*

## Citizens in Policing Team

This pack has been developed to provide you with relevant information about Cumbria Constabulary and the Volunteer Police Cadet (VPC) scheme. It outlines the expectations of new and existing cadet recruits and what you can expect from the cadet programme and your Cadet Leaders whilst your Cadet is with us. This guidance also outlines our main policies and procedures should they be required.

Cadets can provide young people with opportunities to develop confidence, gain valuable skills and qualifications, make new friends, gain an insight into the policing role and directly contribute to the policing of your local communities.

The Citizens in Policing Team (CiP) are a HQ team based at Penrith HQ. Sergeant Tamara Tatton, PC Gemma Goodman and PC Aneska Mottram manage all 4 strands of volunteering (Cadets, Police Support Volunteers, Special Constabulary and Mini Police)

The CiP team have worked hard to establish the type of cadet scheme that reflects the ethos of the Constabulary whilst providing a unique opportunity for young people in our communities. We strive to ensure our programme is truly inclusive and we are driven to ensure our Cadets are equipped with skills that are critical to being a socially responsible citizen whilst contributing to keeping Cumbria safe.



Left to right: PC Gemma Goodman, Sergeant Tamara Tatton and PC Aneska Mottram

## Overview of Cumbria Constabulary

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Cumbria is the second largest county in England by area and is one of the most sparsely populated counties, with a population of just under half a million. There are significant areas of isolated and rural communities but each year Cumbria, which incorporates the Lake District National Park, attracts over 23 million visitors from all over the world.

The Chief Constable is the most senior officer in Cumbria Constabulary and is accountable to the Police and Crime Commissioner for the performance and conduct of the force.

The best place to look for up to date information about the force, the community and news is the force website – [www.cumbria.police.uk](http://www.cumbria.police.uk) or follow us on Twitter, Instagram or Facebook.

Each area command is led by a Superintendent who operates at a strategic level, working with and influencing partners. They are supported by a Senior Management Team.



## The Volunteer Police Cadet Scheme Overview

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Cumbria Constabulary introduced the Volunteer Police Cadet Scheme (VPC) in 2018. There are five cadet groups across the force all based out of their respective police stations

### **Carlisle**

The Carlisle cadets meet every Thursday and are based at Durrhill Police Station, Brunel Way, Carlisle.

### **Penrith (HQ)**

The Penrith Cadets meet every Wednesday and are based at Police Headquarters, Carleton Hall, Penrith

### **Workington**

The Workington Cadets meet every Tuesday and are based at Workington Police Station, Hall Brow  
Workington

### **Barrow**

The Barrow Cadets meet every Tuesday and are based at Barrow Police Station, Andrews Way, Barrow-in-Furness

### **Kendal**

The Kendal Cadets meet every Monday and are based at Kendal Police Station, Busher Walk, Kendal

### **Activities and Opportunities**

The scheme is open to young people aged 13-18 years with cadets leaving as they turn 18 years of age. Cadets must agree to attend weekly training and community events.

This is a challenging programme of activities to help young people learn new skills, help others and experience an adventure and sense of achievement.

There is no expectation that cadets want to become Police Officers or Special Constables – the main aim of the scheme is to develop our cadets as young people. Whilst you are with the force as a Cadet you will be given a voice to speak for themselves, their community and their peers and inform us about what matters to them.

## Aims and Objectives

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### **Scheme Objectives**

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

### **The Aims of the Scheme:**

- Provide opportunities for young people to partake in a wide range of activities that could enhance their life and citizenship skills
- Compliment their social development that could prepare young people for higher education and/or employment
- Provide a structured training programme to enable the cadets to become valued members of their local communities
- Provide inclusion and diversion activities to help reduce the numbers of young people entering the Criminal Justice System and prevent re-offending
- Promote crime prevention and problem solving initiatives
- Provide a valuable resource that can help support initiatives at a local level and be visible within Command areas
- Highlight the support Cadets can give to local and force wide objectives

### **Cumbria Police VPC's are involved in various activities which can include:**

- Crime prevention initiatives: including leaflet drops or property marking
- Public engagement at community events
- Community based social action projects
- Visits to internal police departments
- Team building activities

The scheme can benefit young people significantly; it is an opportunity for them to make a real difference to their local community and to help reduce crime.

## Cadet Uniform

Uniform is issued to cadets free of charge but remains the property of Cumbria Constabulary and must be returned when the Cadet leaves. The cost of uniform is over £100 per cadet so must be treated with respect. Training on how to wear and care for Cadet uniform will be provided. Cadets will be issued uniform following their initial induction when they first join before the start of the September term. If a Cadet has joined through a referral route and not during the main recruitment window, uniform will be issued prior to them joining their unit.

Cadets will not be provided with body armour or other personal protective equipment. If deployment is so hazardous that body armour is required then it is not suitable for Cadets to attend.

Uniform is only to be worn when supervised by a Cadet Leader who will also be in full uniform. Please remember; when a Cadet is in uniform, they are representing Cumbria Constabulary and the VPC. Permission must be sought from the CiP team if uniform is wanting to be worn outside of Cadets (for example, at an event at school). For convenience, Cadets may wish to wear certain items of uniform whilst travelling to or from group activities. It is a **MUST** that any uniform which identifies a Cadet as a member of the police service be covered or removed. Civilian jackets **MUST** be worn over any uniform.

Cumbria Constabulary and Volunteer Police Cadets support the wearing of religious objects and clothing and allowances will be made to accommodate their wearing.

### Police Cadets will be issued the following uniform:

- 1x pair of black combat trousers
- 1x blue polo shirt
- 1x beret and hat pin
- 1x police soft shell
- 1x belt
- 1x pair boots
- 1x set of cadet epaulettes and cadet badges for the soft shell.
- 1x high viz jacket

If you require additional/replacement uniform this can be ordered through Cadet Leaders at no cost.

There are recommendations on hairstyles, make-up and jewellery that are expected to be followed. These will be explained to Cadets during the induction phase of the training but below is the Cadet uniform policy:

### Hair

- Cadet's hair will be clean, tidy and appropriate.
- Cadets and leaders will wear their hair above the collar or neatly and securely fastened up and worn close to the head unless for identifiable religious or cultural reasons.
- It is requested that hair is not dyed in conspicuous or unnatural colours (for example pink, green, blue, scarlet etc) where possible.
- Hair is requested not to be shaved into patterns or motifs where possible.
- Moustaches and beards are requested to be neatly trimmed.
- An unshaven appearance is not desirable and can give an unkempt appearance. Therefore, it is requested, where possible that facial hair is grown whilst off duty/away from Cadets or when there will be no contact with the public whilst in uniform for a suitable period of time.

### **Cosmetics / Make-up**

- Make-up can be worn in moderation but should be appropriate
- In line with the Constabulary Uniform Policy we prefer Cadets only wear neutral nail varnish but we do understand that this is not always possible.
- Nails must be kept to a length which do not interfere with Cadet activities and do not represent a health and safety risk to the Cadet or others around them.

### **Jewellery**

- Rings should be kept to a minimum and not worn whilst with us in a Cadet capacity if they could present a safety risk to the public or the individual.
- Visible necklaces, bracelets and wrist bands should not be worn to Cadets, except as part of religious custom or for medical need.
- Earrings should be unobtrusive and should not be worn when with us in a Cadet capacity if they could present a safety risk to the public or the individual.
- Body piercing including nose studs, eyebrow studs, tongue studs and any other similar facial piercings or other visible bodily piercings should be removed when with us in a Cadet capacity
- If a Cadet is physically unable or feel unable to remove items of religious significance, there may be occasions where they need to be securely covered to minimise any risk.
- Cadets who have body piercings that are not visible when clothed, should be aware of the associated risk of injury and remove jewellery as necessary.

### **Tattoos**

- Any tattoos must be of a nature which is appropriate to a Cadet environment. They should be in keeping with the professional image of the Police Service and must not be offensive or bring discredit to the Police Service.
- Any tattoo that is considered to be rude, lewd, crude, racist, sexist, sectarian, homophobic, violent or intimidating is unacceptable.

### **Footwear**

Uniform boots are supplied by Cumbria Constabulary. Cadets are asked where possible to wear dark blue/black socks. It is expected that Cadets will ensure that their boots are clean and polished each week and before any Cadet event.

**We request that at no point Cadets, or parents/Guardians of Cadets post any images of the Cadet wearing police uniform on your own personal social media accounts. This is to ensure all Cadets are kept safe at all times and comply with safeguarding policies.**

## Induction to Police Cadets

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All new cadets will have an induction period into the VPC programme and this will need to be attended in full in order that they can commence the September start dates. If a Cadet has entered the scheme via a referral outside of the main recruitment window, they will be offered the opportunity to attend the next induction but they will be given all paperwork that is included within the induction.

Yearly attestations are held around November so that all new Cadets attest together and at the same time.

### **Structure of weekly Cadet sessions**

Generally, Cadet training will take place at the same venue each week. Occasionally Cadets may attend specialist training at a different venue. Where possible, arrangements will be made to get Cadets there and back.

Each weekly input will vary but will be advertised on Duty Sheet (a separate chapter will explain the Duty Sheet IT programme we use). Sessions may comprise of a mixture of drill and parade as well as classroom and community activities.

Any Cadet who is not able to take part in the Drill is encouraged to learn to “Call” the Drill sequences.

Drill will never be used as a discipline tool by way of prolonged sessions or requiring cadets to remain in any position for extended periods of time.

One of the main purposes of the Volunteer Police Cadets programme is to imbed a practical interest in policing and a sense of adventure in young people, while providing them with skills and qualifications which will equip them throughout their lives. Our timetable seeks to address those policing issues which are likely to have an impact on young people.

### **Example of some law based topics that are included yearly;**

- Stop and Search
- Arrest
- Custody
- Theft
- Assault
- Offensive Weapons
- Drugs
- Drink/Drug Drive
- Missing persons
- Public Order / Anti-social Behaviour
- Equality, Diversity and Human Rights

**In addition, we also do;**

- Visits to and from specialist departments (dog section/firearms/traffic/CID and many more)
- Summer Cadet competition
- Social action projects
- Emotional wellbeing and leadership
- Community based activities
- First Aid
- Off Site visits to other emergency services

And many, many more inputs plus team building and games weeks!

**Guest Speakers**

Quite often we will bring in subject matter experts to deliver some Cadet sessions. Guest speakers will always be accompanied by a trained Cadet Leader and they will also be given a copy of our safeguarding practises in advance which they are required to acknowledge.

**First Aid delivery to Cadets**

Cadets will receive First Aid Training which will be provided by First Aid trained members of staff.

**Physical activity whilst at Cadets**

Any physical training will be pre-planned to ensure you have the correct clothing with you and will be risk assessed to include all levels of physical fitness.

**Smoking whilst at Cadets**

No Cadet Leader or Cadet will be permitted to smoke in uniform. There is a no smoking policy for any Cadet whilst attending any VPC event or classroom-based meeting.

**Scheme Costs**

We do not ask for any subscriptions. For a small number of activities, the Constabulary may ask for a contribution towards costs. If there are particular financial difficulties, then a solution can be discussed with the CiP team. It is important to us that the scheme and the opportunities we offer are open to as many young people as possible.

**Attestation**

Following completion of the first term with Cadets, all new cadets will be attested in front of a Chief Officer. If a Cadet has joined via a referral route, they will be attested with the following cohort.

## Standards and Conduct

Cumbria Constabulary and the communities it serves expect high standards of behaviour from Police Officers and Staff, and Cadets are no exception. As a volunteer Cadet, you are representing Cumbria Constabulary, even when you are not at Cadets and you should therefore not engage in a conduct which would discredit or undermine public confidence in our service.

The standards and principles you should aspire to are outlined in the Code of Conduct and the Police Code of Ethics. Below is a brief guide to some of the areas relevant to the main codes:

### Honesty and Integrity

As a Cumbria Constabulary Police Cadet, you should be honest and act with integrity and not abuse your position.

### Respect and Courtesy

Act with self-control and tolerance, treating members of the public, colleagues and staff with respect and courtesy. You should not harass or bully fellow Cadets or members of the public. During training sessions and events, you should refer to Cadet Leaders and any guest speakers as 'Staff'.

### Equality and Diversity

Act with fairness and impartiality. You will not discriminate unlawfully or unfairly on the grounds of someone's nationality, age, gender, gender reassignment, race, colour, ethnic origin, sexual orientation, marital status, religion or disability. As a Volunteer Police Cadet you have a fantastic opportunity to engage with people from many different backgrounds and extend your knowledge and experience as a result.

### Duties and Responsibilities

Be diligent in the exercise of your duties and responsibilities whilst in the capacity of a Cadet.

### Attendance

When Cadets commit to attend a Police Cadet event you must attend unless there are exceptional circumstances. Where it is not possible to attend, a Cadet Leader must be informed via Duty Sheet or on the designated contact number. You will be expected to arrive for any cadet event promptly. Late arrival will be recorded and continued late arrival may result in a review of membership. If a Cadet is unable to attend a weekly meeting, please inform a Cadet Leader as soon as reasonably practicable. Leaders will review the membership of a Cadet who fails to attend meetings without offering reasonable explanation.

### Missing Person Policy

If you have confirmed via Duty Sheet that you will be attending a cadet session and fail to turn up within the **first 15 minutes of that session**, there is a strict protocol in place for Cadet Leaders to adhere to. If a Leader cannot get hold of the nominated Guardian on Duty Sheet to confirm the missing Cadet's whereabouts and the Cadet has failed to attend after confirming attendance via Duty Sheet, the Cadet will be treated and reported as a missing person. If a Cadet fails to show after having confirmed their place and subsequently Cadet Leaders can get hold of the Cadet but not the nominated parent or Guardian; until Leaders can confirm with a parent or guardian the Cadet's whereabouts is not unknown, the Cadet will still be treated as missing in line with Cumbria Constabulary missing person policy – *“THE FORCE NO LONGER RECOGNISES THE CATEGORY OF ABSENT. ALL REPORTS OF MISSING PEOPLE, (DEFINED AS “ANYONE WHO’S WHEREABOUTS IS UNKNOWN, WHATEVER THE CIRCUMSTANCES OF DISAPPEARANCE. THEY WILL BE CONSIDERED MISSING UNTIL LOCATED AND THEIR WELL-BEING OR OTHERWISE ESTABLISHED”.*

### **Appearance**

Cadets should always be well presented, clean and tidy whilst on attending any Cadet event or classroom-based activity. Cadets will be issued with a uniform and will ensure that all necessary items are brought to each meeting. Cumbria Police Cadet uniform is not to be worn in public unless permission has been given to do so.

### **Confidentiality**

You should treat information with respect.

### **Discreditable Conduct**

Even when not at Cadets, all Cadets should behave in a manner that doesn't discredit Cumbria Constabulary or undermines public confidence. Cadets are requested that should any action be taken against them for a criminal offence, conditions imposed by a court, or the receipt of any penalty notice that the CiP team are notified. Any Cadet whose behaviour threatens to bring Cumbria Constabulary into disrepute or who displays an adverse image of Cumbria Constabulary Cadet scheme shall have their membership reviewed. This includes any comments/material posted on social media.

## **Cadet Code of Conduct**

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**This section should be read in conjunction with the statement of expectation (below):**

- If a cadet is unable to attend a weekly meeting, they will inform a VPC Leader before the meeting.
- The VPC Unit Leader will review the membership of any Cadet who fails without notice to attend meetings on three consecutive weeks.
- Cadets issued with uniform will ensure that when required it is worn to every meeting, along with suitable PT kit for physical exercise, if required, unless otherwise directed by a member of VPC Leadership.
- Cadets will treat all Leaders, guests and other Cadets with respect at all times. Inspectors and above and members of the public will be addressed as "Sir" or "Ma'am", Sergeants as "Sergeant". All VPC Leaders, no matter what the rank will be called "Staff (surname)".
- Any Cadet who gives a pledge to attend a VPC commitment must do so unless some exceptional reason prevents it, in which case a member of VPC Leadership must be informed as soon as practicable.
- Uniform is not to be worn in public unless under the direct authority of a member of a VPC Leader or the CiP team.
- Any Cadet whose behaviour at any time may bring the Constabulary or VPC into disrepute or displays an adverse image of the VPC shall have their membership reviewed.
- The VPC will not tolerate any discrimination on the grounds of an individual's age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- The VPC will not tolerate any bullying, aggressive, overbearing or violent behaviour.
- Cadets are not permitted to smoke or chew in uniform whilst in the public view (except when taking a recognised meal break in the case of chewing).

## Statement of Expectation

- Cadets will arrive 15 minutes before a parade and will be reliable in their attendance at weekly unit meetings and events, or will otherwise provide a reasonable explanation as to why they are prevented from doing so to Unit Leaders as far in advance as is possible.
- Cadets who have missed three or more weekly meeting without advance notice and reasonable explanation may have their membership reviewed.
- When required to do so, Cadets will wear the uniform provided for them by Cumbria Constabulary, ensuring it is ironed, cleaned and presented to the required standard for inspection, unit meetings or VPC events.
- Cadets are expected to adhere to the VPC Code of Conduct at all times.
- Cadets will uphold the values of Cumbria Constabulary by conducting themselves in a disciplined and orderly manner towards staff, fellow Cadets and members of the public at all times. Cadets will adhere to the Cumbria Constabulary commitment to Equality and Diversity by treating everyone fairly, equally and with respect at all times.
- Cadets are to follow the chain of command, seeking advice and guidance from their Leaders and Unit Commanders, including any welfare issues which will be directed to Cadet Team Leaders immediately.
- Any Cadet who has an interaction with Police outside of VPC related events will inform their VPC Leader or CiP team at the first available opportunity.
- Cadets are encouraged to participate in community safety activities, in line with local policing priorities and in addition to their Unit's regular weekly Cadet meetings (these activities will always be fully supervised and supported by Police Officers, and stringently risk-assessed).
- Cadets will return health and permission forms and any other relevant paperwork by the given deadline or forfeit the opportunity to take part in events.
- Cadets who do not comply with any of the above will have their membership reviewed and possibly revoked.
- We expect that you will treat everyone fairly, equally and with respect, this means friends, colleagues and the public. We expect that you will behave at all times and set a good example.

### **In return, Cumbria Constabulary Volunteer Police Cadets programme undertake to provide each cadet with the following:**

- A varied and interesting programme where each Cadet will be able to learn about the Police Service.
- Support you to develop as a Cadet and as part of the Cumbria Constabulary Police family
- Ensure your safety and welfare at all times
- Treat you fairly and with respect, having regards to your individual circumstances and opinion.
- Within 12 weeks of joining, supply a full uniform.
- Opportunities to volunteer in the local community for the benefit of all
- A safe and structured learning environment.
- The opportunity for promotion and self-development within the VPC.
- An environment where effort and hard work are rewarded and misbehaviour is challenged appropriately.
- Consistency in the application of rewards and sanctions.
- A voice in how the Unit and the VPC as a whole is run.
- Be a role model to you and show you the best possible image of Cumbria Constabulary at all times.

## Senior Cadets and the Steering and Coordination Group

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The Senior Cadet role is voluntary and gives any cadet who wishes to apply and is subsequently selected, the opportunity to take on additional responsibility whilst at Cadets, develop communication and leadership skills and grow in confidence. The role is not dependant on age. The Senior Cadet role is hugely beneficial, not only to the senior cadet but to the unit. It allows other Cadets to see someone their age leading and someone who is a positive role model to others.

### **Typical roles undertaken by the Senior Cadet:**

- Take the register at the start of a cadet session
- Attend the quarterly Steering and Coordination group chaired by CiP team.
- Taking the lead in drill
- Take the lead in group tasks
- Assist the Leaders with a classroom delivery where required

### **Application process:**

- Have a discussion with your Unit Leader cadets about the role and what it entails and their expectations of the role to decide if it is something you wish to consider.
- Complete an application form and return to your Unit Leader.
- The application form will be reviewed by the Unit Leader and CiP team

During the selection process, consideration will be given to every application with the following also taken into account:

- Attendance record at Cadets
- Class participation

Each Senior Cadet will be issued with a set of blue sliders which say 'Senior Cadet' on them.

The successful applicant for the Senior Cadet role will be in post for one academic year, then all cadets must reapply. If you have previously been a Senior Cadet, you are eligible to continue to re-apply.

Each unit can have a maximum of 3 Senior Cadets.

### **Selection Process:**

Cadets are asked to complete an application form. This form is reviewed by the CiP team and the Cadet Unit Leader. Selection is based not only on the application form but how the Cadet conducts themselves at weekly meetings, punctuality, relationships with other cadets and general involvement whilst they are at Cadets.

Membership as a senior cadet lasts for one academic year.

### **Steering and Coordination Group**

The Steering and Coordination group takes place every quarter and membership is made up from the CiP Team, all senior cadets and rotates between the host station's Unit leader.

This group assists in providing an effective tactical delivery and feedback forum for our VPC programme.

## Duty Sheet & Communications

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### **Duty Sheet:**

Duty sheet is the system we use to create and store all admin functions behind our VPC scheme. Through Duty Sheet we can record hours of Leaders and Cadets and safely store all relevant documentation and comply with data protection policies. Within Duty sheet we also store any medical concerns that have been disclosed so in case of emergencies this can be readily accessed.

For our regular weekly Cadet sessions, parental permission will not be required. If we add in additional community-based events, the event organiser has the ability to request Guardian permission. When this is activated, an email will be sent to the registered Parent/Guardian for them to acknowledge and provide permission for their Cadet to attend. If there is no permission for an event the Cadet has accepted, contact will be made with the Parent/Guardian to either seek the permission or the Cadet will have to be removed from the event.

Duty sheet is also how we track which Cadets we are expecting at which session. If a cadet has accepted the event and fails to show at the expected time, Leaders will follow the procedure for establishing their whereabouts.

The Citizens in Policing team will be on hand to assist with any duty sheet enquiries for either Parent/Guardians and Cadets, guides will be sent out to all new Cadets and there are also guides available on Duty Sheet within the documents section

## Volunteer Police Cadet Leaders

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Each unit will have a set of leaders who will either be Officers, Staff members, PCSO's, Special Constables or Police Support Volunteers. No matter their role, all Leaders have the exact same training. A full list of the comprehensive training that our Leaders complete can be obtained from the CiP team. All Leaders are Police vetted as well as enhanced DBS certified. Cumbria Constabulary adhere to the Safer Recruitment Standards as outlined on the VPC Website (Safeguarding Statement | Volunteer Police Cadets ([vpc.police.uk](http://vpc.police.uk)))

### Leader Conduct Guidelines

#### A VPC Leader must always:

- Treat young people with respect
- Seek to acknowledge and respect the individuality and dignity of each young person
- Provide a positive example to young people
- Respect each young person's right to personal privacy
- Care for young person's physical, emotional and social welfare
- Avoid situations of isolation with a young person by trying always to remain within earshot or sight of others
- Remember that someone else might misinterpret actions no matter how well intentioned
- Be aware that even caring physical contact with a young person may be misinterpreted
- Encourage a caring, open atmosphere where people may feel comfortable to express views or concerns that they may have
- Be aware that special caution needs to be exercised when discussing sensitive issues with young people
- Listen very carefully and check that understanding of the situation is correct

#### A VPC Leader must never:

- Agree to keep any secrets between them and a young person
- Have any inappropriate physical contact with cadets
- Permit any bullying or peer-abuse behaviour
- Make any remarks, or be involved in any conversations, which may be interpreted as being either explicitly or implicitly inappropriate with a cadet
- Show, or be seen to show, favouritism to any individual
- Make any demeaning, suggestive or derogatory remark or gesture to or about anyone, including shouting which can be open to misinterpretation
- Believe that it could 'never happen to me'
- Take a chance when common sense and good practice suggest a more prudent approach
- Jump to conclusions without checking facts
- Exaggerate or trivialise child protection issues
- In the event of a Child Protection Disclosure not ask leading questions or probe for information
- Not mention what they have been told to anyone other than the designated person.

The term *in loco parentis*, Latin for "in the place of a parent" refers to the legal responsibility of a person or organisation to take on some of the functions and responsibilities of a parents/carers. It allows the VPC to act in the best interests of the cadets as they see fit, although not allowing what would be considered violations of the cadets' civil liberties. This 'responsibility' can only be given in terms of informed consent i.e. parents/carers are told exactly what is happening and then give written consent in advance e.g. Camp or event.

The only exception to this is in the event of a cadet requiring urgent medical treatment including any emergency operation, when parent's, guardians or carers are unable to physically give consent and they have delegated this responsibility on a medical consent form. If the cadet is designated as the Local Authority Social Services Department but the Cadet has been in long term foster care of foster parents or become very close to their foster family then, for minor issues the Cadet Leader will consider whether it is more appropriate to contact the foster parent in the first instance.

Any serious issues will need to be discussed with social services and Cadet Leaders will ensure that they are in possession of the details of a point of contact in Social services for the Cadet.

## Code of Conduct for VPC Leaders

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### All Leaders work to the following Code of Conduct:

1. Be a good role model with behaviour and an attitude that are in line with our values and the Police Code of Ethics.
2. Comply with all applicable UK laws and guidance
3. Make sure you follow Volunteer Police Cadets and local policies and procedures and re-read them from time to time as they may be amended.
4. Be responsible and accountable in the way you perform your role.
5. Be fair and treat everyone with respect and dignity in accordance with the police code of ethics.
6. Respects others' privacy in line with the Data Protection and GDPR guidance and policy.
7. Communicate with others in an open and respectful way whether in person, by phone, writing or digital media.
8. Work together with other VPC members, their parents/guardians and members of the public to promote the aims of the Volunteer Police Cadets.

### Professional conduct - role models

Cumbria Constabulary employees and volunteers are always to conduct themselves in a professional manner, projecting an image of fairness, honesty, efficiency, smartness and cleanliness. They should display high standards in the use of language, manner, punctuality, preparation and presentation. This encourages Cadets to display the same qualities and maintains a healthy, professional working relationship.

### Community Social Action

Social Action within the Community is a vital part of the Cadet journey with us. Cadets feature heavily when engaging with the community and tackling ASB and low-level crime and it builds confidence and experience for the Cadets.

The only limitation on deployment of Cadets is into situations where it is likely that they will come to any harm. Each deployment into the community is carefully risk assessed by a Cadet Leader. Any events assessed as being anything other than low risk will not be permitted to go ahead.

Where cadets are utilised for a period of more than 4hours, it is expected that a break will be built into the event. Breaks will take place away from public view to allow Cadets to rest and relax. Unless Cadets are advised by the Leader present at the event, we request that Cadets refrain from eating in public view, subject to operational requirements and extremes of weather.

Cadets are expected to make their own arrangements to attend and leave events from a meeting point which will be communicated to the Cadet and Parent/Guardian in advance.

### Test Purchase Operations

Cadets may be offered the opportunity (age dependant based on the test purchase operation type) to volunteer to carry out a test purchase operation. This involves trying to buy cigarettes, alcohol and other controlled items.

## Cadet Discipline

Every opportunity will be taken to engage with Cadets and Parents/Guardians if it is noticed that a Cadet is disengaging before any more formal action is taken. However, there is a procedure in place should it be required.

### There are four types of formal discipline actions for Cadets:

1. Verbal Warning
2. Written Warning
3. Final Written Warning
4. Review/revocation of membership

A verbal warning is normally given for a first minor breach of the code and a written warning for a second breach. If a Cadet is given a written warning and they commit a further breach they will be given a Final Written Warning. Any further discipline events will result in a review of their membership followed by possible revocation. Depending on the nature of the discipline breach a Leader may decide to give any of the above actions without first going through the previous stages. A serious breach may result in number 4, review or revocation of membership.

### Level of misconduct

Level	Procedure	Penalty
Minor infraction	Words of advice	A (3x A = B)
Misconduct	Written warning	B
Breach of discipline	Written warning	B, C, D
Persistent misconduct (3 or more)	Discipline board	C, D, E
Serious breach of discipline	Emergency discipline board	D, E

### Penalties

- A = Words of advice
- B = 1st Written Warning
- C = Final Written Warning
- D = Suspension
- E = Dismissal

At any and all stages of managing Discipline and Misconduct, Restorative Approaches will always be considered.

### Written warnings

A written warning will consist of a description of the breach of conduct/discipline, the date of the event, the name of the Leaders dealing, any mitigation, and a development plan for the Cadet which may include an Acceptable Behaviour Contract. These will be written in conjunction with the Cadet so they can express their understanding of how their behaviour affects others and their own ability to participate.

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

### **Criminal Conduct outside of Cadets**

If a Cadet is charged, bailed or summonsed for a criminal offence, they are requested to inform their Unit Leader or Citizens in Policing Team. They may be suspended from the Volunteer Police Cadets temporarily after consultation between the Unit Leader and CiP Board depending on the circumstances of the investigation.

Unit Leaders in consultation with the CiP team have the option to suspend a Cadet until such time as deemed appropriate if a live investigation is ongoing.

A pre-planned discipline board will comprise the Unit Leader with a minimum of two other Cadet Leaders and CiP Sergeant.

An emergency Discipline Board may compromise any three Volunteer Police Cadets Leaders, at least one of which must be from the Cadet's Group. The decision of an emergency Discipline board will stand until reviewed by a local Discipline board who may ratify, adapt or overturn the decision of the emergency board with documented justification. This justification circulated to the members of the emergency discipline board for information. Any board's decision may be reconsidered if further evidence is received.

Cadets may appeal against the board's decision to Citizen in Policing Chief Inspector. This review will be paper based, but the Chief Inspector may reserve to right to see the Cadet and their Parent/Guardian and any other relevant parties.

Discipline records are retained for seven years after the end of a Cadets service in line with our data retention policy.

### **Revocation/resignation of VPC membership with Cumbria Constabulary**

We hope that each of our Cadets stay with us for the whole of the programme until they reach of the age of 18. When a cadet indicates that they no longer wish to be a part of the Cadet scheme, they will be invited to attend an exit interview with a Cadet Leader to discuss reasons why and complete an exit form which will be reviewed by the CiP team and stored within their secure Cadet file held with CiP.

Any Cadet who leaves the scheme will be required to return their uniform and Cumbria Constabulary equipment prior to leaving the scheme.

### **Cadet References**

Individual, personal references cannot be provided by Cadet Leaders or the CiP team. References are strictly forbidden on any document upon which the VPC logo appears.

## **Data Retention**

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### **What do we use personal data and information for?**

Cip/VPC needs to keep personal data about many people including; its volunteer leaders, Cadets, Guardian contact details etc in order to:

- Deliver VPC units to cadets
- Safely recruit and develop volunteers
- Safeguard young people and those who are vulnerable
- Monitor performance
- Monitor health and safety
- Collect and process personal data to ensure that CiP complies with its statutory obligations in line with the Constabulary Policy and procedure

### **Data principles**

Cumbria Constabulary VPC is committed to ensuring the appropriate use and management of personal data. We follow the data protection principles and requirements to make sure that personal data is:

- Processed lawfully, fairly and in a transparent manner in relation to the individual
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. For example, if we are collecting data to allow a cadet to join, it is not necessary to collect any personal data about their Guardians other than contact details.
- Accurate and, where necessary, kept up to date.
- Not kept for longer than is necessary.
- Processed in accordance with the rights of the data subject
- Compliant with the data security principles set out in the Data Protection Act 2018.

### **Using personal data**

When we use personal data collected by CiP/VPC, we can only use it for the specific purpose it was collected for. CiP collects personal data for the purposes of administrating membership of the Cumbria Constabulary VPC scheme.

### **VPC activities include:**

- Contacting people about arrangements for their Cadet unit meetings and associated activities.
- Informing Cadets and Guardians about VPC rules and policies, including our uniform and other conditions of membership.
- Cadet medication or emergency treatment.
- Informing Cadets and Guardians about events, activities, and learning opportunities
- Planning events.

### **Unacceptable uses of VPC data includes**

- Using data to communicate with people about non-VPC related activities.
- Sharing data with third parties without consent.
- Sharing Cadet/Guardian data with anyone else, including other VPC Leaders, if you do not have consent to do so.
- Continuing to use data obtained from VPC after Cadet have left Cadets

**In exceptional circumstances, CiP/Cadet Leaders may need to share data in a way that wasn't agreed to although it must be always be within the vital interests of an individual such as a medical emergency.**

**VPC Leaders/CiP team can share information with the Constabulary when it is in the public interest to do so, such as passing on an allegation or a disclosure. We may share personal data without permission if there is imminent risk of harm to a person. This could mean sharing the data with statutory agencies.**

### **Subject Access Requests:**

Full details on any subject access request can be made by following the link on the Constabulary Website or contact the CiP Team for the link.

### **Privacy Notice:**

Full details can be found on the Constabulary Website or by contacting the CiP team

How we deal with and handle any safeguarding concern or disclosure of a Cadet is of paramount importance to Cumbria Constabulary. We currently use the IT system DutySheet to communicate with Cadets and parents/guardians and any safeguarding matter is recorded separately within password protected systems.

As part of our continual review as to how we ensure a high level of transparency along with protecting the data of all our Cadets, from September 2023 we will be looking to bring ourselves in line with other forces who utilise another IT system provided by the National VPC team called 'Marshall'. We will not be changing from Duty Sheet but will be utilising the safeguarding aspect of Marshall to record and store data relating to safeguarding incidents only.

An Information Sharing Agreement has been drawn up between the Constabulary and the VPC in order for us to safely share this data. Recording safeguarding incidents on a national rather than local IT platform will allow the National VPC team to better advise forces over emerging patterns of concern. Cumbria Constabulary's privacy notice covers how we process personal data: **Privacy notice**.

The information disclosed by Cumbria Constabulary will only be viewed by the small National VPC team (who are either serving officers and vetted in line with their home force or are employed as staff members and vetted by North Yorkshire Police) and Cumbria Constabulary, it will not be viewed by any other police force and cadets do not access any aspect of the Safeguarding part.

#### **Retention of Data:**

Our Retention schedule is available on the main Constabulary website and covers all aspects of how we retain data.

The retention period for accident and incident forms does not have a fixed time frame of retention due to legal reasons.

#### **Response to a Data Breach/Making a Data Complaint:**

Full guidance on how to make a data complaint is listed within the Data Breach Policy which can either be found on the Constabulary Website or from the CiP team.

When Cadets start with us, they are asked to sign our Data Protection guidance (which is countersigned by the respective Parent/Guardian)

#### **Cadet Training Records and Personnel File**

A record of all events and operations that any Cadet has volunteered for will be kept on Duty Sheet (the secure IT system used by the Constabulary) plus any documentation or certificates obtained. Every Cadet will also be able to access this information. Duty Sheet also operate their own Data Protection Guidance which can be found direct from the Duty Sheet portal.

#### **Data sharing between Cumbria Constabulary and the VPC scheme**

A number of Cadet leaders are employed by Cumbria Constabulary across all roles, ranks and both staff and officers and as Special Constables.

Employees or volunteers may come across information regarding a Cadet as part of their main role but unless the individual has come across this information as a direct result of being at Cadets (from the Cadet themselves or you as a parent/guardian) it cannot be shared with either Citizens in Policing Team, fellow leaders or the relevant Cadet safeguarding record where we store any safeguarding interactions we have.

If information is shared that has not come directly as a result of an individual's main role within the Constabulary and is subsequently shared with good intent internally it does constitute a data breach and will be reported as such. Information cannot be shared in this way as it is processing for a different purpose and disclosing police information without a lawful basis to do so.

When working as a Cadet leader the individual is not in their role as an officer, employee or Special Constable so sharing for a policing purpose is not in place and there is no agreement in place to share this information for safeguarding purposes. It is not expected that leaders will use their powers as officers or staff to infringe on the Cadets privacy and use the police information in an unlawful way. There are offences connected with this under the DPA 2018.

As outlines in the Cadet Discipline Chapter in this guidance document, Parents/Guardians are advised to inform Cadet leaders/CiP team of any change in circumstance "If a Cadet is charged, bailed or summonsed for a criminal offence, they are requested to inform their Unit Leader or Citizens in Policing Team. They may be suspended from the Volunteer Police Cadets temporarily after consultation between the Unit Leader and CiP Board depending on the circumstances of the investigation".

Based on the above guidance, it cannot be assumed that Cumbria Constabulary Volunteer Police Cadet scheme is aware of any incident/safeguarding incident that occurs outside of a direct Cadet setting.

Parents/Guardians are advised that relevant safeguarding incidents will need to be raised directly to a Cadet leader/CiP team as any information reported to the police is reported for a policing purpose and not shared with Cadet leaders.

If an extreme safeguarding incident case occurs and neither a Cadet/Parent or Guardian has reported to a Cadet leader or the CiP Team, if a leader or someone connected to Cumbria Constabulary Volunteer Police Cadets is aware, they are able share under the Children's Act for safeguarding purposes as the Data Protection Act 2018 contains provisions for sharing for a safeguarding purpose.

Further information regarding data sharing can be found on the following link: **Data Protection Act 2018**

## Safeguarding

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Our Safeguarding Policy, Positional Statement and Safeguarding statement of intent are all available to be viewed on our website.

Providing a safe and secure environment where young people can meet with others, learn about policing and policing issues, contribute to community initiatives and have fun is at the heart of the experience provided through the Volunteer Police Cadets. The public expect and deserve to have trust and confidence in Cumbria Constabulary and this is even more so when this comes to protecting children and young people in our care when participating in activities organised by us.

Whilst being a national movement, Cumbria Constabulary manage the risk in relation to the safety of our Cadets and Leaders. The Police Officers, Police Staff and adult volunteers who support Cadet units are expected to uphold the highest standards in child safeguarding, protection and supervision. As part of this, all adult volunteers are enhanced DBS checked in addition to vetting by Cumbria Constabulary prior to being able to participate and support Cadet unit activities.

In collaboration with police forces in England and Wales, and with the involvement of national youth groups like the Scouts and Girl Guides, the National Volunteer Police Cadet team have created a national Safeguarding Framework that has been agreed by National Police Chiefs' Council and all Chief Constables have signed up to adopting. This offers a streamlined and consistent approach to the reporting and managing of safeguarding concerns, the recruitment of leaders, training, organising activities and beyond. This will ensure that everyone involved in VPC knows what is expected of them at a local and national level and that confidential reporting and investigation is done in a consistent manner.

The VPC National Safeguarding Manager is responsible for maintaining contact with police forces about this critical responsibility and about the standards and codes of conduct expected at a national level so that we can continue to work towards providing the safest and highest level of standards of youth safeguarding available nationally.

#### National Safeguarding Strategies

In October 2019, the VPC's Safeguarding policy was approved by all forces and Cumbria Constabulary actively work to the VPC Safe to Operate Standards and the Department for Education "Keeping Children Safe during Community Activities, After School Clubs and Tuition" (link to the documents can be found on our website). All VPC information can be found on their website **Home | Volunteer Police Cadets (vpc.police.uk)** and the VPC Strategy can also be found on our website.

#### **Arrangements for Travel to and from cadets**

Parents/Guardians will be asked to sign a consent form which indicates how their child will get home. If there are concerns for any Cadet leaving the site, Parents/Guardians will be informed by the Cadet Leader in attendance.

Guardians are requested to ensure that following the conclusion of a Cadet session, that each Cadet promptly leaves the site. Permission will be obtained from Guardians in advance as to whether an individual can walk home. If this permission is not given, the Cadet will not be allowed to leave the site. Two Cadet Leaders will remain with the Cadet whilst arrangements are made to return them home.

Guardians will be required to supply any details of any family members or any other person linked to the Cadet that must not for whatever reason have access and permission will be sought for that information to be passed to the Leaders.

## Responsible Persons within Cumbria Constabulary's VPC Scheme

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### Roles and Responsibilities

Section 2 of the National VPC Safeguarding Policy covers certain roles and responsibilities. In Cumbria Constabulary these roles will be held by the following:

**National Safeguarding Manager** – within the National VPC team

**Local Management Committee** – VPC activity is governed by the Citizens in Policing Strategic Board. Cumbria Constabulary does not currently have Local Management Committees as part of the VPC governance structure.

**Dedicated Responsible Officer (DRO)** – Holds responsibility for the cadet programme on behalf of the Chief Constable. Responsible for oversight of all aspects of the VPC activities in force including governance, health and safety, finance, data protection and safeguarding. In Cumbria this will be the Assistant Chief Constable with devolved responsibility held by the Superintendent with CiP management.

**Force Strategic Lead** - The named responsible person for the safe delivery of their Force VPC scheme. Through effective governance and leadership, they will promote a positive culture and adherence to the UK Youth Safe Spaces Framework Standards adopted as the National VPC Standards. In Cumbria this role will be held by the rank of Superintendent who has the CiP portfolio.

**Local Responsible Officer** - The named person responsible for the safe delivery of the VPC in their policing area. Through effective governance and leadership, they will promote a positive culture and adherence to the UK Youth Safe Spaces Framework Standards adopted as the National VPC Standards. In Cumbria this role is held by the Chief Inspectors in each BCU with Neighbourhood Policing portfolio responsibility.

**Force Operational Lead** - This role supports the safe delivery of the Force VPC scheme as a regulated youth activity. The role holder is the link between the delivery of the VPC scheme and operational policing VPC Unit Lead. The Unit lead coordinates the safe delivery of the Force VPC unit, ensuring identified leader roles are filled in line with expectations of the Force and the standards and confirms to the Local Responsible Officer that standards are met. In Cumbria, this role is held by the CiP Sergeant and supported by the Cadet Coordinator

**Force Cadet Co-ordinators** - This role is to be the main conduit for communication from Unit level to Force Operational Lead and then onwards to the DRO's. They have overall responsibility for ensuring any request for guidance and support is met by either Strategic Lead or National VPC Hub Team. They are responsible for undertaking quarterly reports for all Units and Forces. They have responsibility for supporting Force Operational Lead and the DRO's in maintaining compliance to the UK Youth Safe Spaces Standards and ongoing guidance. This role MUST be satisfied that all those whom become Leaders (staff and volunteers) in the VPC are correctly appointed and are: (a) appropriate persons to carry out the responsibilities of the appointment, and (b) maintain a current valid DBS disclosure check at the appropriate level for their role. They must ensure that all applicants demonstrate an understanding of, and a commitment to the principles and procedures supporting the VPC's Safeguarding Policy, and such on-going continual safeguarding procedures, which have been approved by the National Safeguarding Manager or VPC Hub Team, such as additional training or CPD.

**The Unit leader** – Coordinates the safe delivery of the Force VPC unit, ensuring identified leader roles are filled in line with expectations of the Force and the standards and confirms to the Local Responsible Officer that standards are met. In Cumbria this role is held by the CIP Cadet Coordinator and supported by five unit leaders. This role MUST be satisfied that all those whom become Leaders (staff and volunteers) in the VPC are correctly appointed and are: (a) appropriate persons to carry out the responsibilities of the appointment, and (b) if required, maintain a current valid DBS disclosure check at the appropriate level for their role. They must ensure that all applicants demonstrate an understanding of, and a commitment to the principles and procedures supporting the VPC's Safeguarding Policy, and such on-going continual safeguarding procedures, which have been approved by the National Safeguarding Manager or VPC Hub Team, such as additional training or CPD.

**Named Person** – For Cumbria, every Leader is a designated named person. The Named Person is a Cadet leader and aged over 18 so if the Cadets are assisting with a Force event a Leader must be present to act in the capacity of Named Person – it cannot be designated to any Constable or PCSO as they will not have undertaken the relevant safeguarding training. Every Leader will receive the appropriate training (National VPC Introduction to Safeguarding in the VPC and Managing a Safeguarding Concern) to be a 'Named Person'. This role can be held by both staff and volunteers and there must be a clear adherence to the process. This role is to ensure all allegations, disclosures and concerns are raised, actioned and recorded appropriately at Unit level. They also ensure that the Leader involved directly with the young person is free to support them.

**All leaders** – this will include Cadet leaders who are PCSOs, members of the Special Constabulary or Police Support Volunteers. It also includes Senior Cadets who will be provided with guidance in terms of their role and a separate Code of Conduct to adhere to. Senior Cadets will not be fully DBS vetted or have undertaken level 2 Safeguarding Training so will never be left alone with any Cadet or group of Cadets. They will be advised to speak to one of the Cadet leaders should any safeguarding issue come to their attention. Safeguarding is the responsibility of all, and it is important that all understand their role and responsibility not only when they receive an allegation, disclosure or have a concern but in the whole way in which a 'Safe Space' is maintained. All Leaders (staff and volunteers) MUST attend training appropriate to their role and Unit requirements, to enable them to do this and follow the Codes of Conduct.

In addition to the roles set out in the National Safeguarding Policy Cumbria have also identified a Designated Safeguarding Lead for all matters related to young people involved in police led events and activities. This person will have experience of safeguarding or be supported by a colleague with safeguarding experience. They will be of a superintending rank and have oversight of the investigation into any safeguarding incidents involving young people associated with a police event or activity.



### **Child protection policy**

It is the primary responsibility of all adult members of the VPC to safeguard the moral, psychological and physical welfare of children regardless of gender, religion, race, ability, disability, sexuality and social background by protecting them from any form of physical, emotional and sexual abuse or neglect.

All children have the right to protection from all forms of abuse and harm when engaged in VPC activities and when in contact with members of the VPC. All adult members of staff therefore have a duty of care, which makes them responsible both for safeguarding children in their care from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control.

### **Cumbria Constabulary VPC programme aims to ensure that all cadets are kept safe from harm while they are in its care by:**

1. Providing parents/guardians/carers with information about what we do and what they can expect from us.
2. Making sure that all adult members of staff are carefully selected and given training appropriate to their supervisory roles.
3. Providing a means for cadets and parents/guardians/carers to report their concerns if there is anything, they are not happy about.

### **The VPC also aims to protect volunteers and staff by:**

1. Establishing rules for an appropriate balance of adult supervisors in relation to the chosen gender of cadets.
2. Establishing the correct ratios of adults to cadets for best practice.
3. Ensuring, where possible, that a single adult is not alone with any cadet for any length of time or placed in situations where their conduct can be misconstrued.
4. Ensuring that only those adults who are properly trained, vetted and DBS cleared and appointed in post have access to attend any Cadet session

### **One-to-one situations**

It is not realistic to state that one-to-one situations will never arise but Cumbria Constabulary VPC Scheme will ensure the risk is mitigated where possible. Sufficient ratios are in place at every Cadet event and every weekly session in line with our risk assessments and all Leaders that are actively volunteering with us will have had the relevant safeguarding training.

Meetings with Cadets outside of VPC activities should not take place without the agreement of supervisory officers in addition to parents or carers where there is a pre-existing, known and declared relationship.

### **Social media – Our statement of Purpose**

Social Media is an excellent way of demonstrating what our cadet scheme does to promote it far and wide. Cumbria Constabulary use Twitter, Instagram and Facebook predominately to do this.

There are loads of fantastic ways social media benefits us but best of all, it can help give us all a voice - which is what the VPC is all about. It's important to remember that when you discuss anything relating to the VPC or wider issues on social media, you are representing our organisation, and what you say can reflect on the wider VPC. This Social Media policy explains our expectations of our staff, parents/carers, young people and volunteers in terms of what you post on social media.

**This Social Media policy explains our expectations of our staff and adult volunteers parents/guardians and Cadets in terms of what is posted on social media. It relates to all social media including:**

- Where it is specifically identified as the VPC such as Facebook page or Twitter account
- Where it is an adult's personal account and they are identifying themselves as a volunteer with Cumbria Constabulary, or member of staff and are referring to themselves as a Leader to an activity they have been involved in; or the content amounts to a crime, for example comments which are racist
- A closed or private group

Of course, common sense is often the best way of deciding whether your post is a good idea to share online.

### **Discreditable conduct**

Online, your posts can be viewed by the wider public and can easily be copied and posted by others. If you are a Cadet, would you share it with your parents for instance? Or if you are a parent/guardian would you share it with the young people you might work with? Does your post reflect the values of Cumbria Constabulary or the VPC? In addition to this guidance, Cumbria Constabulary have an Online Code of Conduct which is supported by the Constabulary's Media Policy for all its officers, staff and volunteers. Assume everything you post is in the public domain. Remember, if you post things that are inappropriate, insulting or offensive this will be very difficult to remove. We all make simple mistakes, but all equally need to be careful.

Social media can be a "trusted source" of information, especially in the online environment of "fake news", our Constabulary accounts are a trusted source of information for members of the public. We can successfully release information for policing purposes to aiding investigations through crime appeals or preventing crime by issuing crime prevention messages and engage with communities about policing issues that matter to them.

### **Honesty & Integrity**

Cumbria Constabulary supports the Code of Ethics which are the Principles and Standards of Professional Behaviour for the Policing Profession of England and Wales. Every person working or volunteering for the police service must work honestly and ethically. The public expect the police to do the right thing in the right way both offline and online (public or private accounts) - basing decisions and actions on a set of policing principles will help us all to achieve this.

### **Standards of Professional Behaviour**

Police Officers and staff have Standards of Professional Behaviour to maintain whilst engaged on or off duty. With the use of social media, these standards of professional behaviour are also applicable online as well as offline, act as if you would in public/real life. These standards reflect the expectations that the professional body and the public have of the behaviour of those working in policing both offline and online.

If Leaders, Cadet's and where appropriate parents/guardians do not follow this policy, you may be considered to be in breach. If, in the reasonable opinion of the Leaders/CiP team a young person and/or an adult has not met our expectations it may result in sanctions being applied. Where in the reasonable opinion of the leaders, a young person and/or an adult has placed material online that is considered illegal or may pose a risk to children or adults, the matter will be reported to the police.

**If you have any issues/concerns whether that is something that has been posted that is either VPC related or not please contact;**

- Direct to the Unit Leader where appropriate
- To Citizens in Policing Team – CIP@cumbria.police.uk
- Direct to Professional Standards Department -ACU
- External VPC Safeguarding Manager – Helen Nellany Vpc.safeguarding@vpc.police.uk
- NSPCC Helpline/Number 0800 800 5000 or email help@nspcc.org.uk
- The Independent Office for Police Conduct 0300 020 0096 or cadets@policeconduct.gov.uk

**What other advice and support is available?**

The Child Exploitation and Online Protection Centre (CEOP) - part of the National Crime Agency dedicated to eradicating the sexual abuse and exploitation of children. CEOP provides an online reporting facility for inappropriate content and images related to children and young people. They also run Thinkuknow which provides educational resources.

**Childnet (<https://www.childnet.com/teachers-and-professionals>)** - aims to make the internet a safer place for children and young people by providing resources, support and education about services available online. The Childnet website has information on the sites and services that children like to use, plus information about mobiles, gaming, downloading and social networking.

**Childline** - young people can call Childline's free, confidential helpline 24 hours a day on 08000 1111 to talk about issues from bullying to relationships. Support and advice is also available from the Childline website.

**Kidscape** - support for young people to tackle bullying is available on the Kidscape website

All VPC Leaders, staff and young people using social media must meet the following expectations. This guidance is also for the parents/guardians of all cadets concerning any material that is connected to Cumbria Constabulary Volunteer Police Cadets:

1. Our Code of Conduct expects that you follow UK legislation. For example, you must not:

- Place a child or adult at risk
- Post content which is illegal
- Use the social media channel to commit a crime

2. Social media provides a great platform for positive debate and constructive feedback including about the VPC. We work together to promote VPC's mission and values. Therefore, you must not: Make statements that may damage the reputation of the VPC

Be disrespectful of other parents/guardians, staff, employees of the Constabulary volunteers or partners, suppliers or competitors in a social media space.

Publicly engage in debate where there are alternative, more appropriate channels or spaces to be used e.g. for complaints follow the complaints process; where a discussion is sensitive or becomes acrimonious this should happen privately.

3. Keep VPC confidentiality, respect others' privacy and follow Data Protection. For

Example:

Do not Reveal confidential intellectual property or information owned by the VPC or Cumbria Constabulary or future business plans/partnerships that have not been publicly communicated

Give away confidential information about an individual (such as a young person's contact) or organisation (such as a partner or supplier)

Post or threaten to post images of someone without their consent; for cadets, all Leaders must comply with permissions given on the starting form issued at the start of each year.

4. Be respectful of others, treating them fairly and with dignity. For example, do not:

Make offensive or derogatory comments about sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age

Use social media to bully or harass another person

5. Comply with copyright, making sure that you acknowledge where permission has been given to reproduce something. For example do not:

Use someone else's images or written content without permission

Share publicly a photo that has been shared with you by email or in a closed group

6. Maintain the VPC's political neutrality. For example, you must not:

Express a political opinion on behalf of the VPC; you must not post party political opinions from on any media connected to the VPC, and must be clear on personal accounts that any party-political opinions are your own

Use your position in the VPC to influence others to vote for or against one or more political parties

7. Keep yourself safe online, especially when sharing personal information or photos of

your children. For example, be careful about inadvertently sharing personal details, such as photos that

would show someone is in a particular location. If you are a parent/guardian as well as a volunteer,

remember that when you're sharing photos of your child taken when you are volunteering, you still need

to comply with this policy.

### **Communication with cadets**

Cadet Leaders must not be "friends" with Cadets on any social media network in a private capacity whereby they have only met via Cadets nor should any Cadet be requesting any leaders as "friends" across any social media app.

WhatsApp groups between mixed Cadets and Leaders are prohibited. No personal telephone numbers are exchanged between Cadet Leaders and Cadets.

Cadets can communicate between themselves but they are reminded to ensure that any communication is in line with their VPC Code of Conduct.

A request will be sent to all Cadet Guardians regarding permission to appear in any social media posts that are made annually.

Any incident of abusive or inappropriate behaviour on any social media regarding cadets must be reported to the Unit Leader.

If a Cadet is already an associate/friend of a Leader (either through family connection or prior to joining as a cadet) our leaders are required to declare this and notification will be sent to the parent/guardian informing them the social media relationship has been declared by the Leader and the nature of that relationship.

### **Photography Policy**

For the protection of the children within Cadets, we adhere to the following guidance:

- If an image is used, the cadet is not named
- Images are securely stored and used only by those authorised to do so.
- Videos should not be used without consent and authority to do so
- No audio recordings of any child's disclosure within the cadet setting to be made

The taking and retention of any image of a cadet needs to be carried out in line with the guidance below:

- A photo is only taken of a Cadet to be posted onto Constabulary social media only
- The photo is only taken on a Constabulary device (if a leader is not issued with a Constabulary device, they are not permitted to take any photographs)
- A picture will only be posted for the purpose it was intended (social media/marketing material)
- Once a leader has taken a photo and has been posted on social media, Leaders are requested to send the picture to CiP via email and to delete the photograph immediately
- The picture is then deleted from the work device.
- If you wish to retract permission for a Cadet to have their picture used within any social media at any time, please inform the CiP team

The images will be stored in line with all Cadet data retention. All information is stored within a secure password protected folder and following the 7 year period all images will be deleted.

#### **Cumbria Cadet Full Photo Policy:**

Cumbria Constabulary Volunteer Police Cadets works with children and families as part of its activities.

#### **These include:**

- Classroom based lessons
- Taking children to public community engagement events
- Taking children for outdoor activities, litter picking, festivals, tree planting Marking key dates, Armed Forces Day, Remembrance Sunday etc

The purpose of this policy statement is to:

- protect children and young people who take part in Cumbria Constabulary's services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people This policy statement applies to all staff, volunteers and other adults associated with Cumbria Constabulary Volunteer Police Cadets and Mini Police.

#### **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on:

- online abuse: [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](http://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- child protection: [learning.nspcc.org.uk/child-protection-system](http://learning.nspcc.org.uk/child-protection-system)

#### **We believe that:**

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

### **We recognise that:**

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our Cadets, provide a record of our activities and raise awareness of our organisation. The welfare of the Cadets taking part in our activities is paramount
- Cadets, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- Consent to take images of Cadets is only meaningful when Cadets, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online. More information about this is available from: [learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance](http://learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance).

### **We will seek to keep Cadets safe by:**

- Always asking for written consent from a child and their parents or carers before taking and using a child's image (covered in the annual parental permission)
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- Changing the names of Cadets whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- Making sure Cadets, their parents and carers understand how images of Cadets will be securely stored and for how long (including how we will control access to the images and their associated information)
- Reducing the risk of images being copied and used inappropriately by: only using images of Cadets in appropriate clothing (including safety wear if necessary) or avoiding full face and body shots of Cadets taking part in activities such as swimming where there may be a heightened risk of images being misused
- Using images that positively reflect young people's involvement in the activity.

### **Photography and/or filming for personal use**

When Cadets themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.

### **This includes:**

- Reminding parents, carers and Cadets that they need to give consent for Cumbria Constabulary Volunteer Police Cadets to take and use their images
- Asking for photos taken during the event not to be shared on social media or asking people to gain permission from Cadets, their parents and carers before sharing photographs and videos that include them
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Reminding Cadets, parents and carers who they can talk to if they have any concerns about images being shared.

### **Photography and/or filming for Cumbria Constabulary Volunteer Police Cadets**

We recognise that our group leaders may use photography and filming as an aid in activities. However, this should only be done with Cumbria Constabulary Volunteer Police Cadets permission in place (provided by parents/guardians) and using Constabulary issued equipment.

Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- Informing Cadets, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- Not allowing the photographer to have unsupervised access to young people
- Not allowing the photographer to carry out sessions outside the event or at a young person's home
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

### **Photography and/or filming for wider use**

If people such as local journalists, professional photographers (not hired by Cumbria Constabulary Volunteer Police Cadets CiP team) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

#### **They should provide:**

- The name and address of the person using the camera
- The names of young people they wish to take images of (if possible)
- The reason for taking the images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Cumbria Constabulary Volunteer Police Cadets CiP team will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the young people who are the intended subjects of the images and their parents/guardians and inform the photographer of anyone who does not give consent. At the event we will inform young people, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge. If anyone present from Cumbria Constabulary VPC unit or CiP team is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

### **Storing images**

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law. We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of 7 years in line with all cadet data retention policy.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Cumbria Constabulary Volunteer Police Cadets does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to Cumbria Constabulary should be used.

**This policy statement should be read alongside our organisational policies and procedures, including:**

- Child protection
- Procedures for responding to concerns about a child or young person's wellbeing
- Code of conduct for staff and volunteers
- Online safety policy and procedures for responding to concerns about online abuse

#### **Positions of trust**

A position of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity and where there is potential for exploitation and harm of vulnerable children. All adult members of staff therefore have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. All VPC Leaders are, therefore, in a position of trust in relation to Cadets. A relationship between an adult member of staff and a cadet cannot be a relationship between equals.

A personal relationship between adult members of staff and cadets of any age is not permitted.

#### **Abuse of Position for Sexual Gain**

As a Constabulary, we will always strive to work together to identify those who abuse their position for a sexual purpose or to pursue an inappropriate emotional relationship. Such incidents impact greatly on the trust and confidence the public have in us to protect them and have a devastating impact on the lives of victims.

Our core duty is to protect the public. Thankfully, the absolute majority of the Constabulary act in a highly professional and appropriate manner and agree that abusing your position to exploit a person is abhorrent and there is no place for it within our service.

Unfortunately, there are people who will use their position of influence for a sexual purpose or to develop an emotional relationship. This behaviour completely undermines the work we all do to keep people safe, and unfairly tarnishes the reputation of us all in the public eye when it happens.

#### **Some examples of how a position of trust might be abused are:**

1. Using their position to gain access to information for their own advantage and or a cadet's or to the detriment of the cadet or their family.
2. Using their own position of power to intimidate, threaten, coerce or undermine a cadet.
3. Using their status or standing to form or promote relationships with a cadet which is of a sexual nature or which may become so.
4. It is not appropriate for adults to take photographs of children for their personal use (any photographs taken by leaders will be done so on their Constabulary phone only and sent to Citizens in Policing who will retain any Cadet related photograph in line with the data retention framework, allowing the cadet leader to delete the photograph from their Constabulary device).

Where a person aged 18 or over is in a position of trust with a child under 18, allowing a relationship to develop in a way that might lead to a sexual relationship is wrong. It would constitute an offence for that person to engage in sexual activity with or in the presence of that child (under 18), or to cause or incite that child to engage in or watch sexual activity. A sexual relationship itself will also be intrinsically unequal whilst in a position of trust and is therefore unacceptable. It is also inappropriate since the 'professional' position of trust would be altered. For these reasons, personal relationships between adult members of staff and cadets of any age are not allowed and could result in misconduct and or criminal proceedings.

All parents/guardians are given the ACU and VPC email address at the start of the September term. There is also the guide on “How to report Wrongdoing” that is issued to each Cadet and uploaded to Duty Sheet. This is provided so there is a clear, transparent and anonymous way for a Guardian, Cadet or Cadet Leader to report a concern regarding inappropriateness that fits into the above categories regarding any aspect of Cumbria Constabulary Police Cadets.

We all have a duty to report corruption, malpractice and unethical behaviour. This can be done in the following ways:

1. Direct to the Unit Leader where appropriate
2. To Citizens in Policing Team – CIP@cumbria.police.uk
3. Direct to Professional Standards Department -ACU
4. External VPC Safeguarding Manager – Helen Nellany Vpc.safeguarding@vpc.police.uk
5. NSPCC Helpline/Number 0800 800 5000 or email help@nspcc.org.uk
6. The Independent Office for Police Conduct 0300 020 0096 or cadets@policeconduct.gov.uk

#### **Confidential Reporting to the ACU:**

The Anti Corruption Unit Operations Team is responsible for prevention, education and enforcement of misconduct and criminal proceedings. They provide an independent investigative capability that allows for continuity and consistency.

Email Address: **PSD-ACUIntel@cumbria.police.uk**

This email facility should be used to report significant wrongdoing such as:

- Corruption
- Unauthorised disclosure of information
- Misuse of drugs
- Hate Incidents, Diversity or Discrimination issues
- Inappropriate Associations
- Any other significant wrongdoing
- Abuse of Authority for Sexual Gain

#### **Child Sexual Exploitation (CSE) and Grooming**

All leaders are required to complete yearly CSE training. The training focuses on the signs of CSE. Further information regarding CSE can be obtained from Citizens in Policing if required. Information is also available on Duty Sheet within the documents section for Cadets.

#### **Definition**

The sexual exploitation of children is defined as:

*‘Involving exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, mobile phones) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child’s immediate recognition; e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child’s limited availability of choice resulting from their social/economic and/or emotional vulnerability.’*

### **Protection and Action**

When working with young people, it must always be made clear that absolute confidentiality cannot be guaranteed, and that there will be some circumstances where the needs of the young person can only be safeguarded by sharing information with others.

In some cases, urgent action may need to be taken to safeguard the welfare of a young person. However, in most circumstances there will need to be a process of information sharing and discussion in order to formulate an appropriate plan. There should be time for reasoned consideration to define the best way forward. Anyone concerned about a young person should initially discuss this with the Unit Leader/CiP team or you can also contact the National Safeguarding Manager. There may then be a need for a referral to be made following the Force and National Safeguarding Policy and process. All discussions should be recorded, giving reasons for action taken and who was spoken to.

### **Access to Police Premises**

Cadets are not permitted to have unsupervised access to Police premises. Where Cadet meetings are held in Police Stations, Cadets are supervised at all times. Cadets do not have any form of access to force IT systems. Cadets are not allowed access to areas that deal with, hold or display sensitive information eg: briefing rooms. Cadets are not issued with ID passes.

### **Data Baring Service**

In line with national guidance all Cadet Leaders are now required to be enhanced DBS checked in addition to Police Vetting. DBS checks have been implemented within Cumbria Constabulary and are mandatory for all Cadet Leaders.

### **Health and permission forms**

If an activity is taking part outside of the usual Cadet setting, Leaders will add to duty sheet a request that Guardian permission is obtained before the Cadet can take part.

This consent must be obtained and must be informed consent, i.e. they must be fully aware what they are consenting to. In order that this can be achieved, all Parents/Guardians will be given access to any risk assessment relating to the activity which will always be given to Parents/Guardians electronically and also a printed copy where possible.

Annually, Parents/Guardians will be asked to complete a Health and Permission form which will be coordinated by CiP. This is the opportunity to declare any medical conditions that may affect the Cadet whilst they are under our care. There is the expectation that should a Cadets medical requirements change throughout the year that the responsibility is with the Parent/Guardian to inform the CiP Team/Unit Leader of the change and therefore allowing Duty Sheet to be updated as soon as is practicable.

For any supplementary event a Cadet is involved in, a health and permission form may also be used. This is to allow Parents/Guardians to be informed of the activity and allow any changes from the annual health and permission form to be picked up – with reference to medical/dietary conditions.

### **Disabilities and Special Educational Needs**

The VPC is an inclusive scheme and aims to include all those who wish to participate regardless of Disability or additional needs.

### **Cadet Inclusion Support - Risk Assessments**

For Cadets with specific medical or physical needs it may be necessary to do an individual risk assessment for them for the weekly meetings. If this has not previously been discussed with the CiP team or a Cadets circumstances change, please do let us know.

For any of our activities, we will remove barriers any Cadet may experience. The Citizens in Policing Team will always ensure Cumbria Constabulary Cadets are inclusive.

### **One to one support**

In some circumstances, a Cadet may benefit from one to one support to help them feel part of the Unit. Please contact the CiP team if you feel your Cadet would benefit from this. This option will always be discussed in conjunction with young person before being decided on.

### **External Support Groups**

In addition to the support provided at Cadets, within Duty Sheet, each Cadet has access to local support services within their area. These are all separate to Cadets and run by individual charities or government funded local and national programmes. They cover how to access information on issues affecting them like sexuality, sexual health, drugs and substance misuse, relationship abuse, bullying, self-harming and many more topics.

### **Maternity and Young parents**

Under our commitment to engage vulnerable young people, we will continually and actively encourage the membership of young parents/mothers to be.

A risk assessment will initially be carried out with regular reviews throughout the pregnancy. Support will be provided by Cadet Leaders and the Citizens in Policing team.

### **Guidance for transport of Cadets by Leaders**

- No Cadet will be transported in a Leaders own private vehicle on their own
- No leader will be alone with a Cadet in any vehicle; there must be at least one other person present, preferably another adult Leader
- Transport arrangements will be documented in the risk assessment for the event or activity, to include supervision ratio and gender.

If cases arise where those situations breaching these instructions are unavoidable, they must only occur with the full knowledge and consent of a senior Constabulary officer and a written record will be made. Guardians will also be informed and debriefed as to the circumstances under which it occurred as soon as is practicable. If it is not possible to obtain authorisation from a supervisor or consent from the parent/carer, then a dynamic risk assessment of the situation will take place. This means that the risk of the young person being conveyed in the vehicle, rather than being left alone and vulnerable, must be assessed. If the Cadet is to travel in the vehicle alone with the Cadet Leader they must sit in the rear of the vehicle. A written record must be made of the circumstances, effectively showing details of the dynamic risk assessment. The Cadet should give their consent, verbally and if possible, in writing.

### **Our Duty of Care - When it Starts and Stops**

Cadet events should always run on a schedule that has been set by the event organiser and agreed by the VPC Leader responsible for the event.

Cadets are in the care of the VPC Leaders from the time of their arrival at or after the appointed event start time until the end of the event time. It is accepted that finish times may have to be flexible due to travel delays etc.

Cadets who arrive early may be asked to wait until the appointed start time until they are allowed access to any event/premises. If however a VPC Leader is available to supervise the Cadets and the appropriate ratio's are in place then they may be allowed access to a venue earlier than the start time, and at this time, the VPC Leader takes responsibility for their safety.

Cadet Leaders cannot be expected to take responsibility for Cadets that they do not know are present on police premises.

## Ratios

Whilst there are no legal requirements regarding ratios (only for under 8s which different regulations apply) VPCs will endeavour to have the following ratios in place:

- A ratio of 1:10 in a classroom environment
- A ratio of 1:7 in an external event
- Where possible mixed gendered staff should supervise possible mixed gender groups of young people. The ideal minimum at each Cadet meeting is 3 leaders of mixed sex.
- Supervision ratios at public events will be a minimum of 2 Leaders and 10 Cadets on every operation, or a multiple thereof. This ratio may be increased dependant on the Risk Assessment for the operation.
- If there is only one Leader present, the activity should stop.

The use of “Junior Cadet instructors” (18-19yrs old) are risk assessed based on the individual. No Cadet event will ever be supervised purely by Junior Cadet instructors; there will be a minimum of at least one substantive Leader present. Should that substantive Leader have to leave for any reason then the activity will end. The leadership ratio risk assessments take into account the needs, abilities and age of the participants, as well as the complexity of the proposed activity and the competence and experience of the Leaders. Cadet Leaders assigned to an event or operation will never be placed in charge of other officers other than VPC Leaders and Cadets. Their role is the supervision and direction of the Cadets, thereby ensuring their welfare.

## Extremism and radicalisation

All Cadet Leaders as part of their annual training will have an input around extremism and radicalisation delivered by the Counter Terrorism team. This will focus on raising awareness amongst leaders and signs to look for and reporting lines.

There is a continued threat from Terrorism in the United Kingdom which can often involve the exploitation of vulnerable people. This threat extends to children and young people to draw them into an extremist ideology and behaviours.

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, go on to participate in terrorist groups and activities.

“Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths, cultures and beliefs. In our definition of extremism we also include calls for the death of members of our armed forces, whether in this country or overseas” (HM Government Prevent Strategy 2011). VPC can help to protect children from extremism and extremist views in the same ways that they help to safeguard children from drugs, gang violence, bullying or alcohol and the work schools undertake on the Prevent agenda needs to be seen in this context. The purpose must be to protect children from harm and to ensure that they are taught in a way that is consistent with the law and our values. If you are concerned about a Cadet or Leader and feel that they are vulnerable to radicalisation or extremism then it is important you contact your Unit Leader and/or CiP and discuss it with them, or contact the VPC National Safeguarding Reporting Process.

Microsoft OneNote (embedded into Microsoft Teams site) is the system we use to record and safely store any safeguarding concerns or incidents that are reported. It is recorded by area and is password protected. Cadet Leaders only have the passwords to their own Cadet unit. When a disclosure or incident is recorded, this is initially reviewed by Citizens in Policing, escalated for review by the Designated Responsible Officer (Detective Superintendent) and also shared with the National VPC safeguarding manager utilising the Safeguarding portal within their IT system (Marshall).

### External Visitors to Cadet Sessions

**Definition** - An external visitor is an individual who has not received additional Cumbria Constabulary Cadet specific training, VPC Safeguarding training and is not enhanced DBS checked. Based on the above definition, our own members of staff/officers and external to Cumbria Constabulary guests, all fit into this category.

All external visitors will be asked to sign a declaration to say they have read and understood the external visitors guide and safeguarding procedures.

### Physical contact

There are occasions when it is entirely appropriate and proper for Leaders to have physical contact with Cadets, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the Cadet's individual needs and any agreed care plan.

Any physical contact should be in response to the Cadet's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity, and background. Leaders will, therefore, use their professional judgement at all times.

In certain areas, such as outdoor activities, Leaders may need to initiate some physical contact with Cadets, for example, to demonstrate technique in the use of a piece of equipment, adjust posture, or support a cadet so they can perform an activity safely or prevent injury e.g. putting on a harness, assisting with drill. Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear and undertaken with the permission of the Cadet.

If a leader believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances will be immediately reported to the Unit Leader and the CIP team who will then escalate to the Designated Responsible Officer and onwards to the VPC National Safeguarding Manager. In addition, Professional Standards will also be informed.

Any physical contact between a Leader and a Cadet and the Leader suspects that an action by them or a colleague could be mis-interpreted the same procedure will apply.

If a Cadet has any concerns over what they have observed or experienced they are able to report via the below options:

1. Direct to the Unit Leader where appropriate
2. To Citizens in Policing Team - CIP@cumbria.police.uk
3. Direct to Professional Standards Department - ACU
4. External VPC Safeguarding Manager - Helen Nellany Vpc.safeguarding@vpc.police.uk
5. NSPCC Helpline/Number 0800 800 5000 or email help@nspcc.org.uk
6. The Independent Office for Police Conduct 0300 020 0096 or cadets@policeconduct.gov.uk

### Confidential Reporting to the ACU:

The Anti Corruption Unit Operations Team is responsible for prevention, education and enforcement of misconduct and criminal proceedings. They provide an independent investigative capability that allows for continuity and consistency.

Email address: [PSD-ACUintel@cumbria.police.uk](mailto:PSD-ACUintel@cumbria.police.uk)

This email facility should be used to report significant wrongdoing such as:

- Corruption
- Unauthorised disclosure of information
- Misuse of drugs
- Hate Incidents, Diversity or Discrimination issues
- Inappropriate Associations
- Any other significant wrongdoing
- Abuse of Authority or Sexual Gain

### **Anti- Bullying and Harassment Guidance:**

Cumbria Constabulary VPC scheme strongly believes that no form of bullying or harassment is ever justified.

#### **What is bullying? Definition of Bullying:**

The Department for education defines bullying as a behaviour by an individual or group, repeated over a period of time, that intentionally hurts another individual or group either physically or emotionally”.

Bullying is deliberate behaviour that causes physical or emotional harm to another person or people. It happens repeatedly, even when asked to stop. It’s often based on an imbalance of power, or perceived imbalance of power, between the bully and the bullied. And it can be ongoing and subtle. Bullying can have a long-lasting effect on the bullied person’s physical and emotional wellbeing. Bullying may mean different things to different children; dependent on whether they see themselves as ‘the victims of bullying’ or ‘the bullies’. However, the way children feel about bullying and about how other people’s behaviours affect them, means that regardless of how others see those ‘behaviours’ – to the victim it will still be ‘bullying’. The Constabulary takes any report of bullying seriously.

If at any point a Cadet is feeling like they are being bullied by anyone, they can approach any of their Leaders or any of the below contacts:

1. Direct to the Unit Leader where appropriate
2. To Citizens in Policing Team - CIP@cumbria.police.uk
3. Direct to Professional Standards Department - ACU
4. External VPC Safeguarding Manager - Helen Nellany Vpc.safeguarding@vpc.police.uk
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- Corruption
- Unauthorised disclosure of information
- Misuse of drugs
- Hate Incidents, Diversity or Discrimination issues
- Inappropriate Associations
- Any other significant wrongdoing
- Abuse of Authority or Sexual Gain

### **What is harassment?**

Harassment is unwanted behaviour which someone finds offensive, makes them feel intimidated or humiliated, or creates a hostile or degrading environment.

Any harassment directed at someone because of a protected characteristic as explained in the Equality Act 2010, is considered unlawful discrimination. This includes sexual harassment. Not only is this against the law, it goes against our commitment to valuing and celebrating differences. It's both a breach of this policy and our Equality and Diversity policy.

### **We expect all VPC Leaders to:**

- Treat everyone with dignity and respect, following our Equality and Diversity policy, so Cadets is a place where everyone is welcome and free to be themselves
- Promote positive, inclusive behaviour by setting a good example and challenging those who don't
- Follow effective Safeguarding behaviours
- Be aware of behaviour that suggests possible bullying or harassment
- Report possible bullying and harassment to our a VPC Leader, CiP team or National Safeguarding manager as soon as practicable.
- Deal with incidents in a timely and transparent way

Bullying can include a range of behaviours or actions by individuals or groups that are repeated over time and that are intended to cause either physical or emotional harm to another individual or group. There are many different types of bullying and many ways in which bullying can happen. It can be motivated by prejudice against a particular type of person or just because a child or young person is different in some way from the wider group. What we need to remember though, is that whether or not bullying involves physical contact or violence, the emotional impact of bullying can be just as bad and can cause serious harm.

It is absolutely essential that all types of bullying are given sufficient attention and will always be treated seriously and sensitively. If a Cadet feels or says they are being bullied, this will never be minimised or ignored. Each case of bullying is different and one solution will not fit all. Whilst there are different types of bullying and different words used to define bullying, it comes down to the same thing: a deliberate behaviour on the part of one or more people, designed to make someone suffer either physically or emotionally and cause that person harm. It is important that everyone works together when someone has reported being or feeling bullied.

Leaders will strive to deliver the clear message that bullying is not acceptable and that each Cadet feels reassured that significant adults involved in their lives are dealing with their report bullying seriously. A climate of openness is established within our VPC settings and encouraged so Cadets are not afraid to tell people what is happening, have the confidence to address issues and incidents of bullying and know that they will be taken seriously.

Parents/Guardians will be informed and updated on a regular basis if a Leader is concerned about any Cadet behaviour. Parents/Guardians where applicable, may also be involved in supporting programmes devised to challenge bullying behaviour. This may require involvement of not only the victim's Parents/Guardians but also the Parent/Guardian of the bully. A Safeguarding referral will also submitted following Constabulary and National policy and process to ensure that the incident is documented.

### **Confidential Reporting:**

We encourage any Leader, Cadet or Parent/Guardian to report concerns about possible bullying and harassment. We know that you may find this difficult or uncomfortable. In that case, we encourage you to make a report by contacting our Anti-Corruption Team/Professional Standards Department -ACUIntel@cumbria.police.uk – or the VPC National Safeguarding Manager vpc.safeguarding@vpc.police.uk.

### **Digital Safeguarding**

Cumbria Constabulary VPC scheme is committed to safeguarding our cadets and leaders, and it's our policy to apply the same rigorous level of safeguarding protection to online activities as we do in person.

We have a responsibility to protect and promote the safety and wellbeing of Cadets as we help them reach their full potential. As part of this we believe it's important we can demonstrate best practice in digital safeguarding.

The digital safeguarding policy sets out the expectations for all VPC members, volunteers, staff, associated contractors, third party providers and users to ensure the protection of children, young people and Leaders and staff online.

### **What do we mean by digital safeguarding?**

Digital safeguarding means: 'the protection from harm in the online environment through the implementation of effective technical solutions, advice and support and procedures for managing incidents'.

In other words, digital safeguarding is how we help to keep our Cadets and Leaders safe online, and it's just as important as keeping safe offline.

This means protecting our Cadets and Leaders online harms such as:

- Online bullying and harassment
- Sexual exploitation and grooming online
- Discrimination and abuse on the grounds of any protected characteristics
- Sharing of illegal and inappropriate imagery
- Cyberstalking
- Impersonation and hacking
- Disinformation and misinformation
- The oversharing of personal information

Leaders are only permitted to use Constabulary phones or laptops whilst at Cadets. Cadets will not have access to any Constabulary IT equipment.

If you are a Cadet and need to speak to a Leader, always use duty sheet (the email function) as the primary contact method and ensure you cc in another Leader or the CiP team.

If your query is urgent and you have had no response via duty sheet you can email the Citizens in Policing Team (CIP@cumbria.police.uk) and copy in your parent or guardian to the correspondence.

Leaders will not be engaging in private conversations during a virtual meeting.

If, as a Cadet you use a channel that cannot have someone 'copied in', like WhatsApp (this is also not age appropriate until the age of 16 the Leader will inform you that it cannot be a private chat. No Cadet should have the private number of any Leader.

### **Digital devices in your unit meetings**

As a general rule, Cadets are not permitted to use their mobiles whilst at a Cadet meeting.

Cadets must not:

- Use their device to bully, harass, alarm, distress or harm another person
- Share images or videos on social media without permission
- Access, download, view or distribute inappropriate, indecent, discriminatory or hate material
- Contact Leaders directly without their parents or carers permission, except in an emergency
- Send friend requests to or follow volunteers' individual or personal accounts
- Use social media inappropriately or use channels where they do not meet the age restrictions
- Share indecent, sexually explicit or inappropriate material
- Be in a one-to-one conversation with a Leader

### **Cyber Bullying and E-Safety**

Computers, gaming consoles and smart phones have given wider access to the internet, instant messaging, social networks and a myriad of ways of communicating with one another that a generation ago, were almost non-existent. Whilst E-technology can be a great thing in lots of ways, it also means that there are now far more ways in which children and young people can be bullied. This is known as 'cyberbullying' and can happen quickly and often when a child is alone and isolated. This instant access to social media via the internet also brings a whole host of connected issues around keeping safe on line, or 'E-Safety'. Because of the availability and accessibility of technology, cyber-bullying, or bullying through the use of technology can happen at any time of day or night and because it is not done 'in person' then the potential is for anyone to be bullied at any time by any individual and for it to go unreported and unnoticed. The emotional impact on people can be devastating and so not only does everyone need the means to recognise and report bullying, but all professionals, parents and carers need the means to recognise, support and protect children and act on cyber bullying.

### **Behaviour Plans**

It is important that unacceptable behaviour is flagged at the earliest opportunity – this may come from information provided on an application form or may present itself when the Cadet is under our care.

The Unit leader along with CiP will be responsible for monitoring behaviour plans.

A behaviour plan must be put in place with the consent of the Cadet and their Parent/Guardian. If a behaviour is disclosed upon application to Cadets, CiP will initiate the behaviour plan in consultation with Parents/Guardians and the Cadet.

In addition to our VPC policies within this guidance, we also ensure we adhere to and follow the guidance included in the below government document. If you have any questions about how we keep Cadets safe in an out of school setting, please contact the CiP Team ([CIP@cumbria.police.uk](mailto:CIP@cumbria.police.uk))

Keeping Children Safe: Parental Guidance ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))

## Health and Safety

Health and Safety is of upmost importance to us all. Within the VPC we have a Health and Safety structure that all Leaders are aware of and receive annual Health and Safety Training. Health and Safety training for Cadets is also a mandatory element of the induction process.

Under Health and Safety legislation, Cumbria Police has a duty of care for ensuring Cadets are not exposed to unnecessary risks through their involvement in the scheme.

On an annual basis we will ask all Parents/Guardians to review the medical/contact details we have for your cadet. Whilst we remind on an annual basis, the emphasis is on each care giver to ensure if circumstances change, Duty Sheet is updated and you also inform the CiP Team.

### **Near Misses/Accident reporting Procedure:**

There will inevitably be some occasions when an incident occurs, either where someone gets injured or almost gets injured. It is important that the right action is taken to record these incidents so that future similar incidents can be prevented. It is also useful to know details of previous incidents when assessing the risks and hazards of a planned event or activity.

### **Definition of a Near Miss:**

Where an incident happens that does not result in injury or ill-health but had the potential to do so, then this must be reported as a near-miss.

- All near misses/accidents are viewed and assessed by the Constabulary Health and Safety Department as well as being reviewed by the CiP team and recorded on a password protected system.
- Depending on the nature of the near miss, follow up actions are set and if required an investigation to ensure any learning is picked up.

If an injury occurs, other than a minor scratch, bruise, etc. (which may be acceptable and commonplace with physical activity), the incident is recorded by a Leader present, who will then complete the relevant details on the centrally held Constabulary Health and Safety database.

The retention period for accident and incident forms does not have a fixed time frame due to legal reasons.

Parents/guardians will be updated following a debrief of a scenario where a near miss/accident has occurred by either the CiP team or the Leader present when the incident occurred.

If a Cadet observes or takes part in an activity that they do not consider safe or an accident or near miss occurs, in the first instance, they should immediately notify a Cadet Leader with a follow up email to the CiP Team; CiP@cumbria.police.uk or any other relevant reporting email address contained within this guidance. If a Cadet observes a hazard, they should follow the same reporting procedure.

### **Emergency Situations**

#### **In the event of a serious incident or injury to a Cadet:**

The Cadet Leader will arrange for immediate medical treatment and for the casualty to be transported to the nearest appropriate medical facility by a suitable method of transport if required. If this requires the use of rescue services, the Leaders will liaise with and facilitate the emergency services in any way they can. The casualty will be accompanied by at least one Leader and one other adult, preferably who were not involved in the incident. The parent/guardian of the Cadet will be informed as soon as practicable using the information provided on Duty Sheet and you will be informed of the circumstances and location of your Cadet.

### **Debriefs**

Once the event or activity has been concluded, a debrief will then take place with the cadets to discuss any issues, e.g. things that went well, things that could be improved upon for future similar events or activities, plus dealing with any near misses or injuries. When there has been an injury or a near miss, an investigation of the incident will be completed by the Citizens In Policing Sergeant and communicated where necessary to cadets/parents/guardians.

### **First Aid and medication**

All VPC Leaders have annual First Aid Training run by the Constabulary's qualified trainers. Parents/Guardians will be informed as soon as it is practicable when any first aid has been administered. This is also centrally recorded with the Citizens in Policing Team.

### **Administering of medication policy**

If a Cadet has a medical condition that requires the administration of medication, they should, wherever possible be responsible for the administration of this medication themselves, Cadet Leaders may store the medication during an event until it is required. If the young person is unable to administer their own medication, then wherever possible an adult with parental/caring responsibility should attend the event to administer the medication or it should be given prior to the event.

If however, medication is required for an allergy, or a condition that requires medication ad- hoc such as an epi-pen then guidance from a Parent/Guardian with signed prior consent will be required. Preservation of life is the priority.

If a Cadet has ongoing and complex medical needs then a personal Health Care plan would document how this will be dealt with.

A Health Care Plan provides details of the level and type of support a cadet needs to manage effectively their medical condition in Cadets and should include information about the medicine to be administered, the correct dosage and any storage requirements. Cadets who are deemed competent by their Parent/Guardian are encouraged to take responsibility for managing their own medicines and procedures. Advice on managing medicines is included in the statutory guidance on supporting pupils at school with medical conditions –this can be obtained from the CiP team or follow the web address:[www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3](http://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3)

This could include for example, the application of any ointment or sun cream, or use of inhalers or Epi-pens.

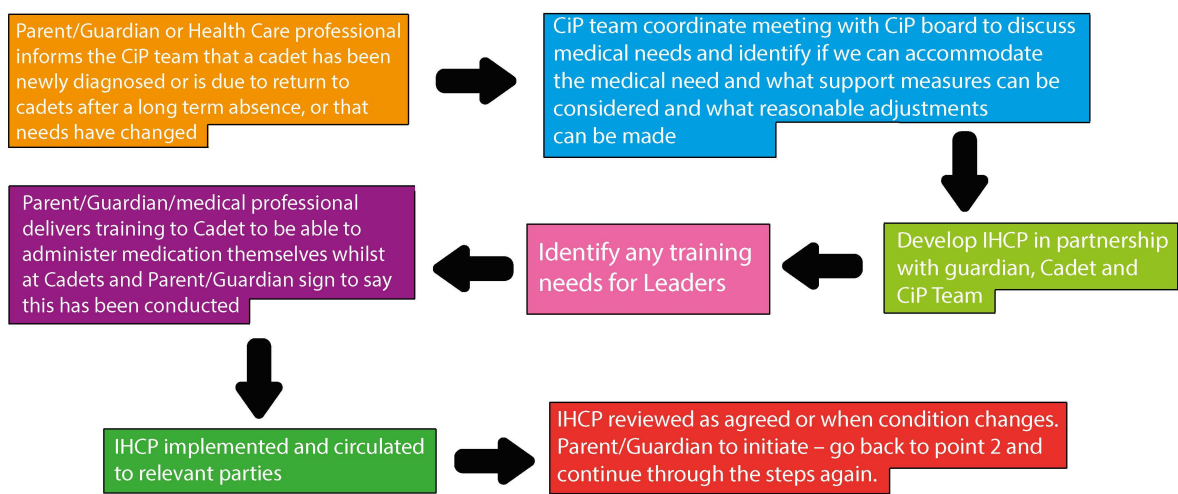
**PLEASE NOTE - Unless by exception, Cadet Leaders will not administer any medication to a Cadet. If a Leader is required to administer any medication to a Cadet for whatever reason, a full rationale of the event that led to them having to administer including who else was present, quantity and name of the medication administered and where it was administered on the body will be made.**

**Parent/Guardian will be informed of all the above. Leaders are NOT permitted to administer painkillers to a Cadet (ie paracetamol/ibuprofen) or supply them to a Cadet to self administer unless there is a prior, signed agreement in place and submitted to CiP to review.**

**As well as completing an internal record with CiP a record of the administration will be recorded on the Constabulary's internal Health and Safety Page.**

Parents/guardians will be asked annually for any updates or changes in health care provisions. The onus is on the parent/guardian to notify us at the earliest opportunity as soon as any medical conditions changes or develops that may impact their time with us.

Individual healthcare plans can help to ensure that Cumbria Constabulary effectively support Cadets with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all Cadets will require one. The CiP team/ Unit Leader and Parent/Guardian should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the CiP Strategic Lead will take a final view. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided below:



Individual Health Care Plans should be easily accessible to all who need to refer to them, while preserving confidentiality. Plans should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the Cadets condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan

**Advice on the role of Guardians:**

Guardians should provide the CiP team/Unit Leader with sufficient and up-to-date information about their child’s medical needs. Annual reminders are sent but they are also advised that the responsibility to update us is on them. Parents are key partners and should be involved in the development and review of their child’s individual healthcare plan and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

**Advice on the role of Cadets:**

Cadets with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other Cadets will often be sensitive to the needs of those with medical conditions.

A Copy of the Constabularies Public Liability Insurance is held with CiP and can be sent out upon request. If a Leader is concerned or uncertain about the amount or type of medication being taken by a Cadet this should be discussed immediately with the Parent/Guardian/with the Unit Leader or CiP team.

When travelling to a camp or to community events any medication needed is the responsibility of the cadet, on the way to, during and on the way back from any event. Any medication needs will be documented on the health and permission form for the event.

All members at known risk of anaphylaxis or severe allergic reaction should carry 2 adrenaline auto-injectors.

Medicine should be in-date, labelled, in original container and include instructions for administration, dosage and storage. This applies to emergency medication, prescription medication and treatments that form part of the first aid kit.

## **Risk Assessments**

### **What is a risk assessment?**

The HSE's definition of a risk assessment is: "...a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm...."

A risk assessment is a vital element for health and safety management and its main objective is to determine the measures required to comply with statutory duty under the Health and Safety at Work Act 1974 and associated regulations by reducing the level of incidents/accidents.

Cadets can be deployed into any policing activity where the risk is classed as low in terms of being placed at risk by either the activity carried out or the environment you will be in.

As a Volunteer Police Cadet children do not receive full self-defence training and do not carry any personal protective equipment (PPE – the equipment carried by Police Officers).

Before any Cadet is deployed within a community-based event, full event details will be given over Duty Sheet. Unless specifically told otherwise and in advance, Cadets will always wear uniform for public facing deployments.

An accurate risk assessment can only be carried out when all up to date information is known about the Cadet. Parents/Guardians will be asked annually if any of your circumstances have changed - it is the Parent/Guardian responsibility to advise if your cadet leader has had any changes (such as medical conditions, illnesses or injuries etc) as soon as possible, as we will make adjustments needed to ensure they can still participate.

Risk assessments will be carried out at the beginning and throughout the deployment with clear contingencies in place in preparation for emergencies and possible scenario's (not limited to a safe place for cadets to be taken to if disorder occurs, medical contingencies such as carrying an Epi Pen or inhaler, warm weather/cold weather clothing etc) and if there is a change in the risk presented, Cadets may be withdrawn from an event early by the Leaders.

All activities and meetings (classroom based and off-site) will be risk assessed and subsequently evaluated by a trained Leader or the CiP team, with all risk assessments overseen by the Constabulary Health and Safety officer. Parents/Guardians will be sent an electronic copy of any risk assessment that involves any activity outside of the classroom. All risk assessments are centrally recorded by the Constabulary and

reviewed for compliance by the Health and Safety Officer. All Cadet Leaders receive annual youth specific risk assessment training.

### **Health and Safety Training**

All Cadet Leaders are required to complete annual Health and Safety Training. A record of this training can be obtained from the CiP team if required.

### **Force Health and Safety Policy**

Cumbria Constabulary's Health and Safety Policy is emailed to all Parents/Guardians at the start of each academic year and is also stored on Duty Sheet for reference.

### **Fire Safety**

All Unit Leaders have annual Fire Warden training and all Leaders complete additional training. All Leaders are in possession of evacuation procedures for their designated site and Fire Drills are recorded by the CiP team.

### **Personal Emergency Evacuation Plans (PEEPs)**

VPC leaders are responsible for ensuring a Personal Emergency Evacuation Plan (PEEP) is conducted if any of their VPC staff or Cadets have difficulty either hearing the alarm or being able to exit the building safely in an emergency.

If there is a change in circumstance that you feel would limit your Cadets ability to either hear or evacuate safely during a Fire Alarm, please inform a VPC Leader or the CiP team as soon as possible and we will discuss this directly with you. A PEEP will always be done in private with the person to whom it relates and a parent/guardian so that all parties are happy with the arrangements.

### **Administration of first Aid**

All settings have qualified first-aiders on site and all Leaders are required to have annual First Aid training. Parents/carers will be informed when ANY first aid has been administered as outlined in the Administration of Medicine chapter.

Constabulary First Aid Boxes are checked every quarter or as necessary by the Area Admins/H&S Inspector.

### **Insurance**

Cumbria Constabulary has its own Public Liability Insurance which covers damage/injury to someone when working for us. Our insurance also covers personal injury of a cadet as a result of activity on behalf of the Constabulary. A Copy of the Constabularies Public Liability Insurance is held with CiP and can be sent out upon request.

## Equality and Diversity

The Constabulary's Equality and Diversity Policy can be found on the main Constabulary website and also within the documents section within Duty Sheet.

Our vision is an equal world where all Cadets can make a positive difference, be happy, safe and fulfil their potential. To achieve this vision we hold ourselves, those acting on our behalf and our Cadets to high standards of conduct.

### What is inclusion?

Inclusion is defined as giving all Cadets the same chance.

This is achieved by creating a safe environment where all Cadets feel an equal sense of belonging and receive tailored support to reach their maximum potential.

### What is equality?

Equality is very similar to inclusion and is defined as providing 'equality of opportunity'.

Practically, this means doing what you can to ensure Cadets have the same chances to both join in and participate. Equality also has legal recognition and this means we should not discriminate.

This legal requirement - framed in the Equality Act - is particularly relevant to Cadets. It means we should be giving all young people of different races, religions and beliefs, and those with disabilities, access to equal opportunities.

### What is diversity?

Diversity means difference. We want our Leaders and Cadets to both recognise and embrace the common differences that may exist among people. For example, social and economic background, height, weight, hobbies and interests.

The VPC and Cumbria Constabulary expect everyone to be treated equally, fairly and with respect. We know that our Cadets thrive in a safe space where they can be the best that they can be and do not face discrimination or harassment. That means that all our policies, procedures and guidance work to make sure every Cadet and volunteer is valued and included.

### Equality Act

The Equality Act 2010 requires that we do not discriminate against someone due to a protected characteristic. This includes:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity (including breastfeeding)
- Race, Religion or belief
- Sex
- Sexual orientation.
- Ethnic origin, nationality (or statelessness) or race
- Marital or civil partnership status

The Equality Act 2010 is a legal requirement for us to make sure we don't discriminate against anyone who joins or wants to join. The Equality Act was created to unite existing anti-discrimination legislation into one act for England, Scotland and Wales.

### **What are reasonable adjustments?**

Making adjustments means that we will do what we can to remove the barriers that people with a disability can face.

To enable a Cadet to participate fully in our activities, we will make reasonable adjustments. Adjustments are changes which remove, or significantly reduce, a barrier faced by a person with a disability.

If a Cadet/Parent/Guardian or a VPC Leader informs us of a disability or a long term condition, we will discuss with the Cadet and their Parent/Guardian our Fair Passport document. A Fair Passport is a personalised, practical plan which helps Leaders and Cadets identify and record adjustments for those with a disability. CiP team will be able to advise and assist through any Fair Passport process.

As the adjustment plan is all about what support the Cadet's needs, we will listen and actively involve them when deciding on suitable adjustments. The individual Cadet must be central to the process and take part in completing it. Their knowledge and experience will help Unit Leaders to develop a supportive plan that meets their needs.

The plan will be reviewed every 6 months, although may look different for each individual depending on things like how new they are to Cadets or what the barriers they're facing are.

**There may be times where we cannot reasonably make adjustments for some Cadets because of cost or a need for additional Leaders. But every effort will be made if it's reasonable to do so.**

### **Supporting Cadets with Mental Health:**

Cadets with mental health difficulties are fully included and supported throughout their time with Cadets. Unit Leaders will ensure an open dialogue with Cadets and any reasonable adjustments discussed.

### **Supporting Cadets in a Mental Health Crisis**

Sometimes a person's mental health can get worse, and they can have feelings they are really struggling with. They may feel they are at a breaking point or experience panic attacks or significant anxiety. They might feel overwhelming paranoia or hallucinate if they experience a psychotic episode.

Although it can be hard to understand, we understand that self-harm doesn't mean that someone wants to end their life. It can be a way for them to manage feelings or experiences that they are finding tough. Self-harm is a behaviour not an illness. It is not attention seeking as it is often secretive and done in private. Self-harm is a means of communication. To communicate feelings of distress, give relief to emotional pain and tension, regain feelings of control or as a self-punishment.

A risk assessment will be conducted by Leaders or the CiP team when we become aware that a Cadet has self-harmed. If you require more information please contact the National Safeguarding Manager who is also a trainer in youth mental health first aid and will be able to provide more guidance and information; [helen.nellany@vpc.police.uk](mailto:helen.nellany@vpc.police.uk)

Useful Resources National Self-Harm Network: [www.nshn.co.uk](http://www.nshn.co.uk)

Harmless: [www.harmless.org.uk](http://www.harmless.org.uk)

Selfharmuk: [www.selfharm.co.uk](http://www.selfharm.co.uk)

## **Autism**

Autism is a lifelong developmental disability that affects how people perceive the world and interact with others.

Autistic people see, hear and feel the world differently to other people. If you are autistic, you are autistic for life; autism isn't an illness or disease and cannot be 'cured'. Often people feel being autistic is a fundamental aspect of their identity.

Autism is a spectrum condition. All autistic people share certain difficulties but being autistic will affect them in different ways. Some autistic people also have learning disabilities, mental health issues or other conditions, meaning people need different levels of support. All people on the autism spectrum learn and develop.

If a Cadet has Autism or they feel they are neurodivergent, please speak to a Unit Leader or CiP team and we will discuss the Fair Passport plan.

## **Residency Qualification/Immigration status**

Where an applicant's immigration status is in doubt, membership of a cadet unit can have no bearing upon the right of any immigration proceedings. Should the cadet be refused the right to remain in the UK, membership of the Cadet unit will cease with that finding. However, if the Cadet is granted temporary stay in the UK, whilst an appeal takes place against refusal to stay, then consideration may be given to allow continued membership of the VPC.

## **Transgender Cadets**

In this guidance we use the term trans to refer to people with the protected characteristic of gender reassignment.

We've used this term because it's one of the broadest and most widely accepted words in current use. We know it's not a term that everyone uses, and we recognise and respect an individual's right to choose how they are described.

We want to make it clear that this guidance is about supporting and including everyone who has an experience of gender that is like what we describe below. Even if they use other terms to describe themselves as well as, or instead of, trans-, many people who transition will describe themselves as men or women, and no longer described themselves as trans. Trans is a term that some people who feel that the sex/gender recorded at birth does not match or sit easily with their sense of self can use to describe themselves. For example, a person recorded as female at birth whose gender identity is male/man. Cisgender or cis can be used to describe people who feel that the sex/gender recorded at birth aligns well with their sense of self. For example, a person recorded as female at birth whose gender identity is female/woman. Sometimes thought of as the opposite of trans.

Gender identity is a person's inner sense of their own gender as, for example, a man, woman or non-binary person. This may or may not correspond to the sex recorded at birth.

When supporting a young person who identifies as trans or non binary, further advice can be gained from the Constabulary's LGBT Network and/or the National VPC Team. It is very difficult to write guidance around this as each individual has specific needs. Good practice for Cumbria Constabulary is to discuss with the young person and their Parent/Guardian what their wishes are, how they want to be treated and how we can best support them on their journey. There may need to be some communication and education around the subject with other Cadets.

### **Names and Pronoun change**

Respecting a young person's request to change name and pronoun is a pivotal part of supporting and validating that young person's identity. It is also important to consistently use preferred pronouns and names in order to protect a child or young person's confidentiality and to not 'out' them in ways that may be unsafe and exposing. Some trans- young people may wish to change their name to make it in line with their chosen gender identity. Although they may not have changed their name legally, individuals have the right to choose the name by which they are known to cadet leaders, friends and family. Any problems are likely to be the practical ones of proving that different names refer to the same person.

### **Working with parents and carers**

We understand that many Parents/Guardians of a Cadet who identify as trans or gender questioning or non binary will be supportive of their child's gender identity; however, we do understand this is not always the case. When working with Parents/Guardians, Leaders are representing the interests of the young person.

As far as possible, care will be taken to ensure the wishes of the individual Cadet are taken into account with a view to supporting them during potential transition. Confidential information about a Cadet who identifies as trans or gender questioning or non binary will not be shared even with the Parents/Guardians without the child or young person's permission unless there are safeguarding reasons for doing so. The fact that a young person identifies as Trans or non binary is not in itself a safeguarding issue.

### **Toilets**

Cadets have the right to access the toilet that corresponds to their gender identity. Any Cadet who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single stall toilet, but no Cadet will be required to use such a toilet.

### **Changing Rooms**

The use of changing rooms by trans Cadets or one that identifies as non binary will be assessed on a case -by- case basis in discussion with the Cadet and their Parent/Guardian. In most cases, trans or non binary Cadets will have access to the changing room that corresponds to their gender identity unless they choose not to. This approach is underpinned by the Equality Act 2010 where refusing a child or young person access to the changing room of their true gender identity would constitute an act of discrimination. Any Cadet who has a need or desire for increased privacy, regardless of the underlying reason, will be provided with a reasonable alternative changing area such as the use of a private area (e.g.: a nearby toilet stall with a door, an area separated by a curtain or a nearby office), or with a separate time to change (e.g.: using the changing room that corresponds to their gender identity before or after other Cadets). Any alternative arrangement will be provided in a way that protects the Cadets' ability to keep their trans- status confidential if required.

### **Residential trips**

A degree of discussion, care and preparation is required to enable trans or non binary cadets to participate in residential trips. To exclude trans or non binary cadets from residential trips would be contravening the Equality Act.

As far as possible, trans or non binary cadets should be able to sleep in dorms appropriate to their gender identity where they wish to. Some trans Cadets may not feel comfortable doing this and in such cases alternative sleeping and living arrangements will be made.

If the trans or non binary young person wishes to sleep in a dorm/tent of the gender they identify with then arrangements will be outlined in our risk assessment. Similarly, the degree of participation in physical activities that a trans or non binary child or young person feels comfortable with will be discussed prior to any residential trip with them and if appropriate, Parent/Guardians.

Where a trans or non binary Cadet feels that they do not want to or cannot participate, alternative arrangements will be made to allow for them to participate in a more appropriate activity. Risk assessments will be carried out prior to any residential trips in order to make reasonable adjustments which would enable the participation of trans or non binary Cadets.

Where a young person's trans or non binary identity is known to the wider Cadet community, leaders will ensure robust language using the Equality Act and a Human Rights approach to counteract any prejudice expressed or concerns raised.

Additionally, when a Parent/Guardian of a Cadet raises a concern about the safety of their child when spending time in the company of a trans or non binary Cadet or Cadet Leader, Cadet Leaders will focus on the 'problem' being with the person who raises the concern and not with the trans or non binary individual. Therefore, support work will be aimed at answering the question 'how can we make your Cadet feel more safe?' rather than compromising the rights of the trans or non binary Cadet.

### **Life After Cadets**

Whilst we do not actively look to recruit Cadets who have aspirations to join the Constabulary, we are aware, that for some, this is the aim. Post their 18th birthday, there are several options available to continue their journey with Cumbria Constabulary;

- Join as a Junior Cadet Leader (subject to passing the recruitment procedure)
- Join as a Special Constable (subject to recruitment windows)
- Join as a Police Officer (full explanation of recruitment routes are available on the Constabulary website)
- Join as a Police Support Volunteer in a different role other than as a Cadet Leader

Any Cadet wishing to pursue a career or volunteering opportunity with Cumbria Constabulary is encouraged to speak to their Unit Leader or a member of the CiP team.

## Contacting Us

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Citizens in Policing Team – [CiP@cumbria.police.uk](mailto:CiP@cumbria.police.uk)

We strive to operate a very transparent scheme and are very proud of all of our Cadets and Leaders that are involved in bringing the programme to life.

We do recognise that there may be occasions where a Cadet or Guardian may wish to raise a concern. If a Cadet or Guardian raises a complaint regarding a Cadet Leader, this will be referred to either the Cadet Unit Leader or to the Citizen in Policing Sergeant within 24 hours of the complaint being made.

If the complaint is considered minor, mediation will be attempted in order to resolve the complaint. All parties will be contacted, including the Cadet, Guardian and Leaders. A minor complaint should be resolved within one week – there should be no need for any party to withdraw from cadet training. A record of the interaction will be made and stored securely within CiP.

If the complaint is considered more serious the Citizens in Policing Sergeant will gather full information and discuss with a senior Constabulary officer. There may be a need for either party to temporarily withdraw from Cadets until the complaint has been investigated. A serious complaint should be resolved as quickly as possible.

Where someone raises a concern, we will investigate in line with Cumbria Constabulary VPC Managing concerns about a Leader procedure. The only exception to this is safeguarding cases being led and investigated by statutory agencies.

Where a Leader is also an employee of Cumbria Constabulary we will treat any dismissal or disciplinary action as a serious breach of our expectations, and will refer to our internal Professional Standards. Where there has been a serious breach in relation to a safeguarding concern or a criminal act, a referral may be made to the Disclosure and Barring Service (for England, Wales and Northern Ireland) or Disclosure Scotland as well as Professional Standards.

For safeguarding concerns the assessment will be made by the Designated Responsible Officer for the VPC scheme. The National Volunteer Police Cadet Safeguarding manager will also be informed.

Part of the Citizens in Policing management of volunteers includes taking action if we have concerns about a Leaders conduct.

Anyone with any concerns regarding a leaders conduct can contact Professional Standards Department - [ACUIntel@cumbria.police.uk](mailto:ACUIntel@cumbria.police.uk)

**Alternatively, you can report direct to the External VPC Safeguarding Manager – Helen Nellany - [Vpc.safeguarding@vpc.police.uk](mailto:safeguarding@vpc.police.uk)**

**And Finally....**

When contacting your cadet leaders or any other officer, please bear in mind they may work a 24/7 shift pattern and they may not be able to answer your query immediately.

There are separate email addresses for each unit - please use these if you wish to contact one of your unit leaders. You will be advised of this email by your Unit Leader.

There should always be a member of the Citizens in Policing team available during office hours and they can be contacted via email –

[policecadets@cumbria.pnn.police.uk](mailto:policecadets@cumbria.pnn.police.uk) or [CIp@cumbria.police.uk](mailto:CIp@cumbria.police.uk)

**We hope each Cadet enjoys their time with us and form lasting friendships with Cadet colleagues.**

**As a Constabulary, we are very proud of each of our Cadets.**