



**METROPOLITAN
POLICE**

Freedom of Information Act Publication Scheme	
Protective Marking	Official
Publication Scheme Y/N	Yes
Title	Volunteer Police Cadets (VPC) Policy
Version	3.0
Summary	The MPS has a responsibility to ensure the health, safety and welfare of Metropolitan Police Volunteer Police Cadets and Leaders when involved in running all aspects of the programme. This policy outlines the necessary procedures to be taken when planning, organising and running all events and activities; issues regarding child protection and general procedures for running Cadet Units.
(B)OCU or Unit, Directorate	CPIC – Citizens in Policing – Youth strategy Engagement and Schools
Author	
Review Date	November 2023
Date Issued	21 st November 2019

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Branch / OCU:	CPIC – Citizens in Policing – Youth strategy Engagement and Schools				
Date created:	21 st November 2019	Review date:	November 2023	Version:	3.0
Author:	Paula Cooper P199395				

Application

When? This Policy applies with immediate effect.

Who? This information is Met policy. Anyone who works for the Met, including contractors and volunteers, must comply with it.

This Policy applies in particular to officers and staff in the following roles: (This list is not intended to be exhaustive.)

- VPC Co-ordinators
- VPC Supervisors
- SLT Leadership for Cadets at BCU Level
- BCU Commanders
- Safety and Health Risk Management Team
- Insurance Management Team
- Vetting Branch
- CPIC – Citizens in Policing – Youth Strategy Engagement Schools and Cadets
- All staff who supervise, work or Volunteer with the Volunteer Police cadets

Policy Principles

All supervisors, leaders and volunteers in the VPC Program must follow the processes, policy and guidance outlined in the VPC Handbook.

This policy ensures all appropriate risk assessment and insurance paperwork have been submitted and approved by Senior Leadership Team (SLT), Insurance and Health and Safety Branch before any cadet activities can take place.

Safeguards are in place to ensure all Leaders involved in the VPC Program have been properly vetted (Child and Vulnerable Group Supervision Vetted Level 1), trained and are aware of their safeguarding obligations.

The VPC Supervisor has responsibilities laid out in the VPC Handbook as the Designated Safeguarding Lead for their Borough/Basic Command Unit (BCU) to ensure any safeguarding concerns regarding cadets and/or leaders are dealt with effectively.

Purpose and Benefits

- The policy standardises working practices within the VPC across the MPS, which will improve effectiveness and efficiency.
- This policy outlines roles and responsibilities of every supervisor staff and volunteer involved with the VPC including what they must do when planning and engaging in cadet activities.
- This policy ensures any cadets that are vulnerable are given the support required. Should any safeguarding needs arise, the MPS will comply with Section 11 of Childrens Act 2004 and Working Together to Safeguard Children Statutory Guidance.
- The policy ensures the Cadets Central team will oversee compliance around the Volunteer Police Cadet Policy and share best practice and address training needs as necessary.
- By effective management and delivery of the Volunteer Police Cadets Programme, public confidence would increase and there would be more of an intake of volunteers. A better VPC programme will maintain the reputation of the MPS.

Health and Safety Impact Statement

All cadets and leaders must comply with the MPS Health and Safety policy and Standard operating Procedures.

Associated Documents and Policies

Section 11 Childrens Act 2004

Working Together to Safeguard Children Statutory Guidance 2018

VPC Handbook

Youth Shared drive S:\TP Pan London\Safer Neighbourhood Unit New\Youth

Notices to be Cancelled / Amended

VPC Manual of Guidance replaced by VPC Handbook.

Section B: Equality Impact Assessment

Policies are developed and reviewed using a consultative approach involving relevant internal and external stakeholders. Additionally, developers must consider what action needs to be taken to help overcome or minimise any disadvantages that people who share a protected characteristic will experience in compliance with the Equality Act 2010. Finally, the impact of the policy will be monitored to identify any emerging issues, learning and benefits post-delivery of the policy. The table below summarises the outcomes of these steps:

Research and consultation	
Review of research	No research was used in the review of this policy.
Internal consultation	MPS Legal services; Safety and Health Risk Management Team; Finance Business Partner; Information Assurance Team; Associations and Trade Unions; frontline police officers and staff.
External Consultation	No external consultation was carried out for the write up and final draft of this policy.
Protected Characteristics (Equality Act 2010)	
Summary of Equality Impact Assessment	
Age	The policy specifies a person can join the cadets from 10yrs of age until they become 18 yrs of age. At 18yr olds they are eligible to become Cadet Instructors. As adults they must be CVGS vetted and expected to comply with the same safeguarding guidelines as Adult Leaders. At 19 they can apply to become an Adult Leader. They cannot remain a cadet post 19yrs due to safeguarding and vetting procedures. The policy ensures all VPC Leaders are properly vetted to the appropriate standard to supervise children and vulnerable people. And confidential processes exist to report any concerns surrounding a Cadet Leader's action/s.
Deaf/ disability	The VPC policy instructs leaders to do all that is possible to accommodate any needs including making reasonable adjustments. The policy provides support and guidance to leaders in dealing with these requests and signposts them to other places and organisations where they can obtain

	further information and support.
Gender reassignment	The policy includes information, guidance and support networks for VPC leaders and make sure any Trans cadets and staff are properly supported. The VPC have links with the Met's LGBT+ Network and can draw upon their advice and assistance for support if needed.
Pregnancy and Maternity	The policy has established safeguards for pregnant VPCs to reduce any risk to either the mother or the child.
Race	There are no identified impacts on race when delivering and executing this policy.
Religion or belief	This policy has been adapted to accommodate cadet's religious beliefs and practices from uniform to religious events and festivals.
Sex	There are no identified impacts on gender when delivering and executing this policy.
Sexual Orientation	There are no identified impacts on sexual orientation when delivering and executing this policy.
Other issues for example: Low income groups, single parents, rough sleepers	The policy takes account that where some VPCs may not be able to afford to take part in cadet activities, financial support may be provided to assist. Additionally, safeguarding measures are in place to make sure any signs of vulnerabilities are acted on immediately. The policy lays out procedures for reporting safeguarding concerns and ensuring any wrap around support is in place.
Monitoring	
12 month implementation plan	VPC Dashboard will be used to manage compliance around Key Performance indicators such as Safeguarding, cadet numbers, volunteering hours Dashboard will feature at VPC Program Board and will be used by Youth LRO and Central team to drive compliance across the MPS.