



Volunteer
Police
Cadets



Volunteer Police Cadets

Cadet Leaders Code of Conduct

September 2011 revised October 2024

Introduction

This Code of Conduct will act as a guidance document for all Cadet Leaders who are employed, or volunteer to assist with the Suffolk Volunteer Police. As a Cadet Leader, you are required to read, sign, and return one copy of this Code of Conduct to the Cadet Coordinator.

Relationships between Cadet Leaders and Cadets must be of a purely professional basis.

All Cadet Leaders members must maintain a high degree of professionalism in their language and behaviour.

There must be no abuse of the position of authority and trust.

Aim

The aim of this document is to ensure the safeguarding of all Volunteer Police Cadets

The following have specific responsibilities under this policy

- Cadet Leaders
- Cadet Co-ordinator
- Specials, Volunteers and Cadets Manager

Reporting cases of suspected abuse

When suspicions are raised either by noticing signs or symptoms of abuse or neglect, or by the direct disclosure by any Cadet, the Cadet Leader must immediately report the circumstances. This must be done through the correct channel. Please familiarise yourself with the flow chart at Appendix A.

If a disclosure is made, the Cadet Leader must remember:

- Care should be taken not to miss what the Cadet is trying to say
- It may be necessary to ask how an injury or mark was caused to establish some facts
- Care must be taken never to ask leading questions
- What is being said at the time of the discussion must be recorded and logged
- It is important not to make promises that the information can be kept confidential because it may be necessary to report the information you have gathered

Vetting of Cadet Leaders

All Cadet Leaders (officers, staff and PSVs) will be vetted as per the Force Vetting Policy. Please refer to the current Force Vetting Policy. All leaders must also undergo a DBS check.

Cadets

On application, cadets complete the

- Application Form
- Cadets Code of Conduct
- Parent/Guardian Consent Form
- Health/Medical Form
- Equal Opportunities Monitoring Form

Training of Cadet Leaders

All Cadet Leaders will complete Safeguarding training arranged by the National VPC team and a copy of the certificate of completion will be shared with the Cadet Coordinator.

All learning packages must be completed (as necessary) as per instructions from Learning & Development. Including first aid and conflict management courses.

The Volunteer Police Cadets Hub offer training opportunities for Cadet Leaders which will be made available to all Cadet Leaders via the Cadet Coordinator.

Staff / Cadet Ratio

The Cadet Leader to Cadet ratio must be established by a risk assessment for every event or activity.

- For inside sedentary activities – 1 : 10 (including all activities within Suffolk Constabulary or Suffolk Fire and Rescue premises)
- For inside active activities – 1 : 8
- For all outside activities – 1 : 8
- Cadets must never be left unsupervised whilst attending Cadet duties or activities
- The ability and experience of staff must be appropriate to the Cadet activity to be undertaken
- No one Cadet Leader should be alone or out of sight of others when with a young person
- There must be a minimum of two Cadet Leaders present during classroom or training sessions, ideally one of each gender

Instructions for transport of Cadets

- Under no circumstances should a Cadet Leader transport a Cadet in their own private motor vehicle.
- No Cadet Leader should be alone with a cadet in a vehicle. There must always be at least one other person present, preferably an adult.
- If hiring a minibus for a trip, this must be booked through the Force (for insurance purposes).

Transport arrangements must be documented in the risk assessment for an event or activity, to include staff ratio and gender.

Arrangements for overnight events/activities

When planning activities where overnight accommodation is involved, if appropriate, it is good practice to carry out a site visit as part of the risk assessment process.

Cadet Leaders and Cadets must never sleep in the same room/tent with anyone of the opposite sex.

No Cadet Leader may sleep in the same room or tent as a Cadet.

Where possible, Cadet Leaders should not share the same bathing/toilet facilities as the Cadets. Facilities should be gender specific.

Alcohol is not permitted by any Cadet Leader or Cadet at any time during overnight events/activities.

What to do if a Cadet develops inappropriate feelings towards a Cadet Leader

If it becomes apparent or is suspected that a Cadet has inappropriate feelings towards a Cadet Leader, this must be reported immediately to the Cadet Co-ordinator/Specials, Volunteers & Cadets Manager. Details of how this has presented, and any further action taken must be documented. Parents/Guardians must be informed.

Cadets who become Cadet Leaders

When a Cadet turns 18 and wishes to become a Cadet Leader, they will be recruited as a Police Support Volunteer. Please refer to the [PSV Policy](#). All applications must have the support of the Cadet Unit Leader and Cadet Coordinator. A minimum period of 3 months away from the scheme is recommended.

Where applicants are considered suitable to become Cadet Leaders, they will be subject to the same selection and vetting processes.

Option for cadets to become cadet instructors if they are not ready to be full leaders

Social Networking

No Cadet Leader should participate in social networking activities with any cadet. Any contact or social networking outside official cadet training or events must be avoided. Please refer to the current Force Social Media Policy.

Socialising or meeting outside of cadet related activities.

Meeting or socialising with any Cadet is expressly forbidden outside of cadet activities.

- If you come into contact with police, as part of a police investigation (outside your normal duties if a police officer or PCSO) you must inform the officer dealing at once that you are a cadet leader. Failure to do this could lead to you being removed from the Cadet scheme.

I acknowledge and understand my responsibility as a Cadet Leader within the Suffolk Volunteer Police cadets.

CADET LEADER

Signed Print Name

Date

Please return one signed copy to the Cadet Coordinator

CADET COORDINATOR

Signed Print Name

Date