



CADET SAFER RECRUITMENT POLICY

Executive Summary

WMP is committed to operating a safe Cadet Scheme which safeguards young people. This policy sets out the standards and procedures that West Midlands Police (WMP) will adhere to when recruiting adults into volunteer and employed roles as part of the Volunteer Police Cadet Scheme and should be read in conjunction with the WMP Safeguarding Cadets policy.

This policy sets out how WMP maintains safe recruitment standards in line with the National Society for the Prevention of Cruelty to Children (NSPCC) [NSPCC recommendations](#) and the [National Volunteer Police Cadets Safeguarding and Standards Hub](#) advice, in respect of the 7 Operating Standards required for the safe operation of a Police Cadets Scheme.

Authorised Professional Practice (APP)

This policy has been checked against APP and West Midlands Police have adopted the provisions of APP as its policy. Please visit the [National VPC Safeguarding and Standards](#) hub for more details.

Scope

The Chief Constable has overall direction and control of WMP and is accountable for all policies and supporting documents of the organisation and its actions. Adherence to this force policy will be expected from all employees and representatives of WMP, including police staff employed by the Police and Crime Commissioner (PCC) and external members of the community that apply to join the Cadet Scheme

This policy does not cover conduct, behaviour or dismissal of an individual connected to the Cadet Scheme or safeguarding. This policy applies to all adults who apply to volunteer as a Cadet Leader or apply for employment connected to the Cadet Scheme.

Objectives

This policy aims to:

- Prevent adults who may wish to do harm to young people by identifying and preventing the individual from joining the Cadet Scheme as a volunteer or staff member.

Definitions/Acronyms

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| SAFEGUARDING | For the purposes of this policy, we are using the terms 'safeguarding' and 'to safeguard' to describe the prevention and precautionary approach to planning and procedures needed to protect children, young people and adults from any potential harm. |
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| DBS | Disclosure and Barring Service check, the National Volunteer Police Cadets (VPC) is designed as a regulated activity so we are required by law to undertake an enhanced DBS check. |
| ADVERSE DBS | Adverse DBS check certificate that reveals criminal convictions, cautions, warnings, or reprimands—including, in some cases, "spent" or local police information. The document may contain confidential information and must be treated confidentially. |
| NVPC/ VPCSSH | National Volunteer Police Cadets/Volunteer Police Cadet Safeguarding and Standards Hub. |
| CADET LEADER | Adult (18 years plus) responsible for Cadets whilst they participate in cadet sessions/activities and events. A Cadet Leader can be a Volunteer, Police Officer, Police Staff, Police Community Support Officer (PCSO), Special Constable or other person, recruited/selected/trained/supervised by the relevant Police Force. |
| CANDIDATE | An adult who has applied to be a Volunteer Police Cadet Leader. |
| UNIT COMMANDER | VPC adult posts do not have any "rank" as such, but the Unit Commander (etc) is the designated Leader in overall charge of that individual VPC team/group/unit. |
| CADET YOUTH ENGAGEMENT OFFICER (CYEO) | Staff role supporting the Cadet Scheme, will undertake supervision and support for all Leaders. |
| CITIZEN IN POLICING MANAGER | Manages the tactical delivery of the Cadet Scheme and is responsible for the implementation of the Process and Policy within the scheme. Accountable for the Safety and Safeguarding and the safe operation of the scheme – accountable to the DRO. |
| DESIGNATED RESPONSIBLE OFFICER (DRO) | ACC or Chief Superintendent who is the main communication link between Regional and National CIP and local teams and is responsible for standards and compliance. |
| 7 OPERATING STANDARDS | A set of standards that WMP will need to comply with that proves we are safe to operate. |

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| ACC | Assistant Chief Constable |
| APP | Authorised Professional Practice |
| COP | College of Policing |
| DBS | Disclosure and Barring Service |
| DRO | Designated Responsible Officer |
| NPCC | National Police Chiefs Council |
| NSPCC | The National Society for the Prevention of Cruelty to Children |
| NVPC | National Volunteer Police Cadets |
| PCC | Police and Crime Commissioner |



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| PCSO | Police Community Support Officer |
| PSD | Professional Standards Department |
| VPC | Volunteer Police Cadets |
| WMP | West Midlands Police |

Policy Statements

1. OVERVIEW

- 1.1 All Cadet Leader volunteers and WMP staff working with the scheme will have appropriate pre-employment checks carried out to assess their suitability for working with children.
- 1.2 Successful candidates will be subject to a 3-month probation period during which time you will be supervised and supported to become competent in your role.
- 1.3 Adult candidates will be subject to providing 2 references (professional and personal) covering a period of 3 years. The requested number of references will be defined by the level of vetting required for each specific role.
- 1.4 Adults must have a clear enhanced Disclosure Barring Service (DBS) check to continue as a Cadet Leader or staff member working with Cadets.

2. SAFER RECRUITMENT AND SELECTION

- 2.1 When candidates achieve preferred status we will carefully select adults following the [NSPCC Safer Recruitment Practices](#).
- 2.2 A formal role profile will be produced for each role setting out clearly the expectations of that role and will be advertised via the WMP jobs internet site.
- 2.3 All advertisements will display a safeguarding statement that sets out clearly WMP position in relation to safeguarding.
- 2.4 Applicants will apply using the appropriate form, in relation to personal information, this will include self-disclosure of criminal, disciplinary or safeguarding investigations.
- 2.5 Candidates will be asked if they are safe to work with young people at application and interview stage.
- 2.6 Candidates will be subject to a safeguarding interview where identification will be checked, those interview questions will be regularly reviewed against national standards.
- 2.7 Candidates that are successful at interview will be subject to an enhanced check through the DBS.



- 2.8 If information is disclosed in the Enhanced DBS (an adverse DBS) it will be managed by the Citizen In Policing Manager in collaboration with the Vetting Team Inspector, where the risk to young people will be assessed.
- 2.9 An adverse Enhanced DBS may mean a volunteer role is refused.
- 2.10 WMP will contact Professional Standards Department (PSD) when internal staff apply for a role within the Cadet Scheme, to review their vetting, ensuring that there is no information that may prevent that candidate from being a Cadet Leader.
- 2.11 Candidates will be subject to Police Vetting in line with current COP, NPCC advice and Authorised Professional Practice (APP).
- 2.12 The same recruitment process will be used regardless of the individual's employment, status or personal circumstances, no exceptions will be made for any individual.

3. RECRUITMENT OF EX-OFFENDERS

- 3.1 WMP will access applicants' suitability for positions which are included in the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order](#) and using criminal record checks processed through the Disclosure and Barring Service (DBS).
- 3.2 WMP complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- 3.3 WMP undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information.

4. TRAINING

- 4.1 All staff who are involved in recruiting process of volunteer Cadet Leaders will be trained in NSPCC safer recruitment practices and regular updates will be disseminated as guidance changes.
- 4.2 The Citizen in Policing Manager will be trained to NSPCC Designated Safeguarding Lead Advanced. This will be refreshed every 3 years.

5. ROLES AND RESPONSIBILITIES

5.1 Citizens in Policing Manager

- 5.1.1 The decision to offer a position to each candidate lies with the Citizens in Policing Manager, if the candidate is declined a decision log will be completed.



5.1.2 It is the Citizen in Policing Managers responsibility to ensure the Safer Recruitment processes within the policy are implemented in WMP Cadet Scheme.

5.2 Cadet Youth Engagement Officer

5.2.1 At the end of the 3-month probation period the Cadet Leader will be assessed for suitability by the Cadet Youth Engagement Officer.

5.3 Designated Responsible Officer (DRO) (ACC or Chief Superintendent):

5.3.1 It is the responsibility of the Designated Responsible Officer (Assistant Chief Constable (ACC) or Chief Superintendent) to ensure the safer recruitment policy is adhered to.

Relevant Legislation / Policies / Procedural Guidance

- [Working Together to Safeguard Children 2023](#)
- [Rehabilitation of Offenders Act 1974](#)
- [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975](#)
- [Police Act 1997](#)
- [Human Rights Act 1998](#) and [United Nations Convention the Rights of the Child](#)
- [Sexual Offences Act 2003](#)
- [Children Act 2004](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Equality Act 2010](#)
- [Protection of Freedoms Act 2012](#)
- [GDPR and data protection act 2018](#)

Equality Impact Assessment

WMP places trust in their employees to comply with force policies and to work in accordance with and in support of:

- [WMP Vision and Values](#)
- [Code of Ethics | College of Policing](#)
- [Voice of the Child](#)

Full Equality Impact Assessment can be found within the Supporting Documents on the Policy Portal.

Publication Instructions

Suitable for publication to public.



Document Control

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| Strategic Lead: <i>[role and name]</i> | Chief Superintendent [REDACTED] Local Policing Community Engagement Lead |
| Policy Author(s): <i>[role and name]</i> | [REDACTED] Citizens in Policing Manager |
| Effective Date: | 9 th April 2026 |
| FET Lead: <i>[role and name]</i> | ACC Andrew Parsons [REDACTED] Assistant Chief Constable Local |
| Version Number: | V2.0 |
| Review Date: | 9 th April 2029 |

Any enquiries in relation to this policy should be made directly with the Strategic Lead.

All policies are subject to a formal consultation process which encompasses Legal, Professional Standards, Faith Groups, Trade Unions, Independent Advisory Groups and wider force groups and any other relevant parties. A record of consultation can be found on the Policy Portal.

It is responsibility of the Strategic Lead to ensure that all links within the policy are correct and accessible.

Amendment History:

| Version Number: | Effective Date: | Summary of Amendments: | Author: |
|-----------------|-----------------|---|------------|
| 1.0 | 12.02.2024 | Initial Policy | [REDACTED] |
| 1.1 | 20.02.2025 | Terminology change | [REDACTED] |
| 2.0 | 09.04.2026 | Full review, roles updated and new template | [REDACTED] |