

# 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 [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.

The 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.

## Authorised Professional Practice (APP):

*(\*delete as appropriate)*

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

## Policy Statements:

- 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.
- 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.
- Adult candidates will be subject to 3 references (1 professional and 2 personal).
- Adults must have a clear ENHANCED DBS to continue as a Cadet Leader or staff member working with Cadets.
- This policy does NOT cover conduct, behaviour or dismissal of Cadet Leaders.
- This policy does NOT cover Safeguarding
- This policy applies to **all adults** who apply to volunteer as a Cadet Leader or apply for employment connected to the Cadet Scheme, including;
  - Police Officers of all rank
  - Police staff of all rank and roles
  - Members of the community who apply to join the scheme

## SAFER RECRUITMENT AND SELECTION

- When candidates achieve preferred status we will carefully select adults following the [NSPCC Safer Recruitment Practices](#).
- 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.
- All advertisements will display a safeguarding statement that sets out clearly WMP position in relation to safeguarding.
- Applicants will apply using the appropriate form, in relation to personal information, this will include self-disclosure of criminal, disciplinary or safeguarding investigations.
- Candidates will be asked if they are safe to work with young people at application and interview stage.
- Candidates will be subject to a safeguarding interview where identification will be checked, those interview questions will be regularly reviewed against national standards.
- Candidates that are successful at interview will be subject to an enhanced check through the Disclosure Barring Service (DBS).
- If information is disclosed in the Enhanced DBS (an adverse DBS) it will be managed by the Cadet Scheme Manager and the Head of Citizen in Policing (CIP) in collaboration with the Vetting Team Inspector, where the risk to young people will be assessed.
- An adverse Enhanced DBS may mean a volunteer role is refused.
- WMP will contact 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.
- Candidates will be subject to Police Vetting in line with current COP, NPCC advice and APP.
- The decision to offer a position to each candidate lies with the Cadet Scheme Manager, if the candidate is declined a decision log will be created.
- At the end of the 3-month probation period the Cadet Leader will be assessed for suitability by the Cadet Youth Engagement Officer.
- It is the responsibility of the Designated Responsible Officer (ACC or Chief Superintendent) to ensure the safer recruitment policy is adhered to.
- It is the Cadet Scheme Managers responsibility to ensure the Safer Recruitment processes within the policy are implemented in West Midlands Police Cadet Scheme.
- 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.

## RECRUITMENT OF EX OFFENDERS

- 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)
- WMP complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- WMP undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information.

## TRAINING

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

## Relevant legislation

[Working Together to Safeguard Children 2024](#)

[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](#)

## Definitions/Acronyms:

**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.

**DBS** – Disclosure and Barring Service check, the National VPC is designed as regulated activity so we are required by law to undertake an enhanced DBS check.



**ADVERSE DBS** – A DBS check where information relating to the individual has been disclosed. This will contain confidential information and must be treated confidentially.

**WMP** – West Midlands Police

**NVPC or Volunteer Police Cadet Safeguarding and Standards Hub** – National Guidance body managed by the national safeguarding manager **Helen Nellany**

**CADET LEADER** – adult person (18 years plus) responsible for Cadets at a unit. It could be a volunteer, Police 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.

**CADET SCHEME MANAGER** – Manages the tactical delivery of the Cadet Scheme and is responsible for the implementation of the Process and Policy within the scheme.

**HEAD OF CITIZENS IN POLICING** – Head of the department that manages the Cadet Scheme Manager, accountable for Safety and Safeguarding and the safe operation of the Cadet Scheme – accountable to the **DRO**.

**DESIGNATED RESPONSIBLE OFFICER (DRO)** - ACC or Chief Supt 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.

**COP** – College of Policing

**NPCC** – National Police Chiefs Council

### **Procedural Guidance Documents List:**

Cadet Leader application decision log found [HERE](#)

Flow chart for candidates found Cadet Leader application decision log found [HERE](#)

### **Publication Instructions:**

*(\*delete as appropriate)*

- Suitable for publication to public



**Policy Ref: LP/12**

**Version: 1**

**Initial Policy Implementation Date: 06/02/2024**

**Version Date: 06/02/2024**

**Review Date: 06/02/2025**

**Policy Author: Sam Booth Head of Citizens in Policing**

*Any enquiries in relation to this policy should be made directly with the policy author shown above.*

**Force Executive Approval:**

**Claire Bell**  
**Assistant Chief Constable**

**12.02.24**



Version	Date Reviewed	No change / Minor Changes / Major Changes ( <i>detail</i> )	Amended / Agreed by

**Monitoring and Review**