

Code of Conduct for leaders and other adults

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/carers and members of the public to promote the aims of the Volunteer Police Cadets.

If in any doubt ask for advice through your Force VPC Co-ordinator or management

The VPC website <https://vpc.police.uk/> also contains advice

If you have a concern about a young person or adult at risk, OR a young person or adult discloses something to you or makes an allegation, what do you do?

You should raise it as soon as possible with the **Named Person** (the role of the Named Person is explained in further detail in the Safeguarding Policy please refer to this for further guidance) on duty before the end of the session.

During this discussion the **Named Person** should consider whether there is an immediate risk of significant harm to any child or young person. If the answer is **YES** and they feel there is a risk of immediate harm then the matter should immediately be referred to the Duty Inspector and the initial response led by them.

If you have a concern about an adult, leader or someone else that is not urgent i.e. no one is at risk of imminent harm, what do you do?

You still report to the **Named Person** who will discuss this with you and possibly the young person directly. Signposting and reporting to the Force Co-ordinator/ National Hub (safeguarding) team should occur. At any point this may be escalated.

What if no one is listening to you?

Please follow the advice on the VPC website homepage <https://vpc.police.uk/> which provides helpline details for both children and adults.



Volunteer Police Cadets Pocket Guide to Safeguarding

Building on the Values of British Policing

The Basics around Confidentiality and Data Protection

Data protection is **NOT** a consideration when the safety of a child is at risk.

How to listen and behave if you receive a disclosure, allegation or concern

Sometimes, a young person or adult will entrust you with personal information or you will have a concern about their safety or wellbeing. It is extremely important that you understand your role, including what to say and how to behave.

If someone shares information with you directly (either about themselves or about someone else) you must follow the 5-step model: **LISTEN, BELIEVE, AFFIRM, REFER** and **SUPPORT**:

- **Listen** carefully and **believe** that what is being said is correct
- **Affirm** to the person that you cannot keep it a secret. Explain that you may need to pass the information on to keep them, or other people, safe

- You **MUST refer** by sharing the report with your Named Person immediately or the Force Co-ordinator. Contact your Force Co-ordinator to report the disclosure. They will support you and tell you what to do
- Offer immediate **Support**, stay calm. Try not to show signs of anxiety or shock
- **Do not investigate**, but try to find out as much as you can from them, using open questions
- Record an account of the conversation immediately, using the individual's actual words wherever possible. Sign, date and keep the record safe

What are good Safeguarding Behaviours in the VPC?

As Leaders you must uphold our values and adhere to our Code of Conduct, which sets out the standards of behaviour expected of you alongside the College of Policing Code of Ethics and ensures a safe space for all of us.

In addition, all Leaders need to follow the following **Safeguarding Behaviours** which help ensure a safe space for all of us:

- **Vigilance and Understanding**: take time to understand situations and be alert so that you notice when something is wrong.

- **Early Help**: take action and provide support as soon as a problem emerges and before it gets any worse.
- **Inclusion**: safeguard every individual because everyone is equally important and valuable. Everyone involved in the VPC has a right to equal protection from all types of harm and abuse.
- **Resilience**: support individuals to develop the knowledge, ability and the confidence to be actively involved in and responsible for their own safety and wellbeing and to cope with life's challenges.
- **Stability**: develop on-going stable relationships of trust with all those you work with. This means you are more likely to notice if something is wrong.
- **Respect**: treat everyone with the expectation that they are responsible and accountable rather than not.
- **Advocacy**: help others to put forward their own point of view.
- **Accountability**: always respond if you are concerned; never assume someone else has or someone else will.

The National VPC Hub (Safeguarding) Team can be contacted for non-urgent advice at vpc.safeguarding@vpc.police.uk