

Virtual VPC

What is it?

Many Forces and Units are already doing it and this documents is written to provide guidance and a checklist for those already doing it, or keen to do it but not sure where to start.

The intention of Virtual VPC is to provide a way for units and Forces to continue to engage with their cadet and parental community. If you wish to run a virtual parade you can do this using Facebook, YouTube or another approved platform below to communicate lesson ideas and plans. The information within these pages will outline the rules that must be followed to ensure safeguarding, online safety and data protection.

What are the rules for Virtual Volunteer Police Cadets?

General guidance when delivering the VPC experience virtually is that you must remain vigilant towards cadet safeguarding, wellbeing and safety. Our current safeguarding policies and procedures, including the Blue Card Guide for leaders and the referral process remains in place as does the Adult Codes of Conduct and any Cadet Code of Conduct your Force or unit may have created.

Leaders and volunteers delivering interactive sessions should be mindful of the welfare of cadets and be observant to how cadets are presenting to you. For example, are there any noticeable changes in their appearance, behaviour or general demeanour that may raise a cause for concern? You will also need to be vigilant of individual cadets and their interactions with others. For example, are they communicating with their peers in a respectful way? Are they being kind and sensitive to their peers in their communications?

The Named Person for the unit and the Force Strategic Lead for Cadets remains responsible for ensuring safeguarding protocol and that content is correct and appropriate.

There must be no pressure on cadets or volunteers to take part. There will be cases where cadets do not have access to the internet or where parents or guardians do not give consent. In such cases leaders may also post recommended activities on their unit social media pages, which parents or guardians can share or complete with cadets offline.

Rules of Communication

Rules for one way communications: - Videos and social media links are only to be sent to parents/guardians and not direct to individual cadet contact details.

- Virtual Training is to only be used for Cadet Training.
- Activities should be linked to the Cadets, Self-Awareness and Development, Community Engagement and Social Action.
- Volunteers are not to use video messaging as a way of providing notices to cadets. This must be done through communication with parents/guardians.
- Leaders and Volunteers should appear either in uniform, smart dress or appropriate clothing for delivery of the session. Headgear may be relaxed (just as if the cadets were in the unit). Remember you will be in front of cadets so check your dress before starting the video.
- Remember to check what is in the background when filming – remove anything inappropriate or record in a different location.
- Remember, the video will be seen far wider than your intended audience.
- Each video clip should start by the individual identifying themselves and any colleagues by saying something similar to “Hello, I’m <rate/rank> <name> of <unit> Cadets” followed by an explanation of the activity to be undertaken. If any materials are needed to help them full participate e.g. pencil, paper and pens, this should also be announced at the beginning of the session.
- Volunteers are to follow the Code of Conduct, and safeguarding procedures and behave appropriately in the video as if they are in a unit.
- Like classes, no activity referenced in the video should be more than 45 minutes long and videos should ideally be short.
- Virtual activities are not to be made compulsory – remember some cadets may not have access.
- Remember cadets are unlikely to be under direct supervision therefore must not be asked to do things that are not safe to do without adult supervision.
- If you are asking for a response from cadets e.g. to submit work or photographs, this must be done through a parent or guardian and not through a cadet's own personal account.

Rules for interactive 2 way communications: - All the rules for one way communications apply. In addition:

- Where available private messaging between all parties, participants and host should be disabled and not permitted.
- Volunteers must only communicate with cadets via the approved channels (please see table in next tab).
- Cadets should be told via their parents or guardians how to expect communications to arrive from their unit.
- Any interactive communication must be approved by the Cadet Coordinator.

- Each virtual session must have a designated lead instructor. - Normal supervision ratios do not apply to online interactive sessions however there must be at least 2 adult leaders on the interactive session at all times. - Should for any reason one of leaders leave the session, including due to a loss of signal, the session must be terminated immediately. Leaders, volunteers or otherwise must NEVER be alone with cadets regardless of whether this is through a virtual or physical platform. - The session should be started with both adults present at least 5 minutes before the advertised start time to ensure two volunteers are present when cadets start logging in. - Cadets who take part should be encouraged to do so in uniform, to reinforce the VPC mindset. - During their introduction, the session leader should make it clear that the VPC unit rules still apply, and explain how the session will work to ensure everyone can participate fairly. - Parents/guardians must give permission for their child to partake in online interactive sessions, and cadets must therefore be invited to participate in sessions through their parent/guardian's email or the specific creation of an event which requires parental consent.

- Instructors should create specific force logins for the interactive channel chosen. No account should use volunteers' private logins. - The logins should be shared with the Cadet Coordinator or a designated lead who should regularly check the content of sessions. - Any communication received other than those sanctioned must be reported to the Cadet Coordinator and the Safeguarding Team.

How do we deliver Virtual VPC?

Delivering Virtual VPC is not compulsory but will provide an excellent way of keeping in touch with your cadets and will greatly assist retention of cadets as well as support and buy-in from their parents/guardians.

For those wishing to take part we would recommend that:

- Units either post or conduct interactive activity at a consistent and regular time, ideally once or twice a week.
- Activity sessions are advertised a week in advance, on the channels you normally use to communicate with your cadets.
- Any digital resources are made available prior to the start of the session.
- Interactive sessions can be delivered in two ways:
 - A continuous class of no more than 45 minutes; or
 - A short 10-15 minute introduction followed by a break from the call for independent activity, completed at home, and finishing with a second group show and tell or additional activity.

Leaders running the session should keep a log of the activity and which cadets successfully met the session objectives (including cadets who couldn't join the session but sent evidence in another form).

Virtual teaching will also provide you with a valuable opportunity to 'check in' with cadets to see how they are doing at this challenging time. It's an opportunity to remind them that if they have worries or concerns they can contact the Force or National safeguarding team for advice and support.

It's also a very good opportunity to continually promote online safety, by demonstrating best and safe practices and leading by example. During this period, it is likely cadet online activity will be increased, which potentially exposes them to increased risks. The safeguarding team are here to support you during this unprecedented time so please do not hesitate to contact us if you need any guidance or support. vpc.safeguarding@vpc.police.uk

Approved Platforms

Before you sign up, make sure you understand the product you are using and read the product privacy policies.

You may also find the reviews on <http://www.commonsense.org> helpful when making a choice about what platforms to use to engage cadets (via parents). From speaking with other youth organisations the following platforms are recommended for the delivery of Virtual VPC activity.

You may decide to use one or more platforms in combination to deliver content and to engage cadets (via parents).

PLATFORM	DESCRIPTION	How can we use it?	Privacy & Data Reviews taken from https://www.commonsense.org	Pro's & Con's
Webex	Webex is a video conferencing communications tool, with an easy, reliable cloud platform for video and audio conferencing, chat, training and webinars across mobile, desktop, and room systems. The platform enables users to host webinars, virtual meetings, video demonstrations, video conferences, and online training.	To host training, to host virtual cadet meetings	Account creation is required. User authentication. Tracks and collects a lot of data. Security statements available through National VPC	Free to use for now although there may be cost going forward. Stable and reliable. Video calling for up to 50 participants. Events host over 1000 attendees. Webinars, Q&A, Polling & reporting. Can restrict chat

Zoom	Zoom is a video conferencing communications tool, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room systems. The platform enables users to host webinars, virtual meetings, video demonstrations, video conferences, and online training.	To conduct a Virtual Parade Night.	Account creation is required. User authentication. Tracks and collects a lot of data.	Free to use. Stable and reliable. Video calling for up to 50 participants. Zoom's video and audio quality, even in low bandwidth situations. Webinars, Q&A, Polling & reporting. Document sharing & message not included – access via another product.
Skype	Skype offers a number of features based around calling (both free and paid), messaging (including instant, voice and text messaging (SMS)), video chat, and file and screen sharing. Skype platform for video meetings accommodates up to 50 people, screen sharing and chat. The basic version is free.	To conduct a Virtual Parade Night.	Account creation is required. User authentication. Guest sign in.	Free to use. Sometimes unreliable. Video calling for up to 50 participants. Screen/ document sharing is simple and easy to use.

<p>Microsoft Teams</p>	<p>MS Teams is the place to have informal chats, iterate quickly on a project, work with team files, and collaborate on shared deliverables. Outlook for collaborating in the familiar environment of email and in a more formal, structured manner or when targeted and direct communication is required.</p>	<p>To conduct a Virtual Parade Night</p>	<p>Account creation is required. Part of 365 Office Suite. User authentication</p>	<p>Video calling for up to 50 participants. Screen/ document sharing.</p>
<p>Google Classroom</p>	<p>Google Classroom is a free web service, developed by Google for schools. It provides instant collaboration between instructors (teachers) and cadets (students). It is simple to set up and aims to simplify creating, distributing, and feedback on tasks in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between instructors and cadets and allows</p>	<p>To conduct a virtual lesson.</p>	<p>Account creation is required. User authentication. Parental controls.</p>	<p>This is an Online Learning Platform not a video conferencing tool. Cadets can access task set by a staff member (teacher/instructor). It's easy to access materials. You can differentiate and add tasks for different rates/ranks/ age groups. Document sharing and feedback.</p>

	instructors to track cadets progress and encourage further engagement.			
Facebook	<p>Facebook is defined as an online social networking website where people can create profiles, share information such as photos and quotes about themselves, and respond or link to the information posted by others.</p> <p>Facebook is the ideal platform to boost collaboration and active learning amongst a community.</p>	To share lesson content and encourage engagement with Virtual Parade Nights.	Account creation is required. User authentication.	When using Facebook as an eLearning platform, learners can discuss ideas, ask questions, share experiences, and discover new information. Generally used by volunteers, not cadets.

What about the activities?

Additional Resources We would also like to recommend a list of resources that you can use to engage cadets in a virtual lesson.

Cadet learning:

<https://www.scouts.org.uk/the-great-indoors>

<https://www.britishscienceweek.org/plan-your-activities/activity-packs/>

<https://www.marine-society.org/learnatsea>

<https://www.maritimeuk.org/careers/resources/schools/>

Over the forthcoming weeks we will make available ideas and activities for lessons via E-bulletin and uploaded to Marshall.

If you have any questions about how to manage this process or about content for virtual lessons, please contact us.

Why not learn some sign language? Head over to the British Sign Language website ([here](#)) to get learning!