



<u>Policy Title</u>	Volunteer Policy
<u>CCMT Sponsor</u>	ACC Local Policing
<u>Department/Area</u>	Local Policing
<u>Section/Sector</u>	Police Volunteer Support Team

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1.0 Rationale

The Police Volunteer Support Team (PVST) was first established in October 1997. Since then, it has developed into an effective resource for Thames Valley Police (TVP) but there remain inconsistencies in the involvement, management and support of PVST volunteers across the Force. In order to ensure a coherent approach and to support TVP strategic aims, it is necessary to develop this policy.

Note: Throughout this document the term 'volunteers' only refers to members of the PVST Programme.

2.0 Intention

It is the aim of this Volunteer Policy to clarify the important partnership between TVP and the PVST volunteers, and provide the framework for a logical approach to volunteering across the Force. It brings together a wide range of both external and internal good practice, and demonstrates the commitment of the Force to develop an effective partnership that is of mutual benefit.

Volunteers are not staff and have no employment status. TVP does not enter into any form of legally binding agreement or contract with a volunteer, either in writing or verbally, that suggests the presence of an employment relationship. It is therefore the intention of this policy to provide a clear structure for volunteer management that reflects the unique nature of the volunteering relationship.

This Policy is unique to TVP.

3.0 General Principles

3.1: Scope and Definitions

3.1.1: The vision and drive of the PVST is that officers, including members of the Special Constabulary, staff and volunteers work in partnership to maximise the capacity of TVP to reduce crime, disorder and fear.

3.1.2: A PVST volunteer is someone who through personal choice commits time and energy to perform a task at the direction of and on behalf of TVP, without expectation of compensation or financial reward, except for the payment of pre-determined out of pocket expenses.

3.1.3: Volunteers give their time freely to support TVP. However, they are not staff and have no employment status.

3.1.4: TVP accepts and encourages the participation of suitable volunteers at all levels in the organisation and within all appropriate activities.

3.1.5: Volunteers are required to sign and abide by a Confidentiality Declaration which covers the principles of the Data Protection Act and Officials Secrets Act.

3.2: Principles of the Relationship

3.2.1: TVP will not introduce volunteers to replace officers or staff or prevent the employment of a new staff member. The underlying principle of the partnership is that volunteers complement and support staff roles, releasing police officers and police staff to undertake core-policing duties and build vital links with local communities.

3.2.2: The principles of equality of opportunity, diversity and impartiality ensure that TVP is an inclusive organisation. Volunteering can contribute to the implementation of these principles by extending the capacity of the Force to involve people from all sections of the community.

3.2.3: TVP has a duty of care for all volunteers and will provide a safe working environment.

3.2.4: Volunteers will be given the necessary resources and training to carry out their role effectively, and are responsible for their own decisions and actions. (See section 3.4.1)

3.2.5: TVP will ensure that volunteers are properly integrated into the Force. Staff at all levels are expected to work positively with volunteers.

3.3: Management Environment

3.3.1: On behalf of the Assistant Chief Constable for Local Policing, the PVST Programme Manager is responsible for the strategic development and co-ordination of the PVST programme across TVP, and acts as a champion for volunteers. The PVST Programme Manager is assisted by the PVST Programme Support Officer.

3.3.2: PVST Co-ordinators will be appointed at BCU/OCU/LPA level with responsibility for co-ordinating PVST volunteers and developing the programme locally.

3.3.3: Volunteers must have a clearly identified Task Supervisor who is responsible for their day-to-day management. This will be a

member of staff or an officer who will work alongside the volunteer and be a point of contact for both the volunteer and Volunteer Coordinator.

3.3.4: A volunteer file will be established for each volunteer, which will be held by the appropriate Human Resources Department. This will be accorded the same confidentiality as officer and staff records. Volunteers will have access to their records, with the exception of vetting and reference information.

3.3.5: Policies will be regularly reviewed to ensure compliance with relevant legislation and best working practice.

3.3.6: The benefits and the contribution to efficiency targets and the cost of running the programme will be reviewed each year by the PVST Programme Manager.

3.4: Recruitment and Selection

3.4.1: Recruitment of volunteers should only take place when roles are identified and systems are in place to induct, train, support, and supervise them effectively.

3.4.2: All volunteer recruitment literature must clearly reflect the expectations, benefits and demands of volunteering with TVP and must be approved by the PVST Programme Manager and Corporate Information to ensure a corporate approach is maintained.

3.4.3: Volunteers must be recruited in accordance with the principles of TVP diversity policies. All recruitment materials, strategies and methods should reflect the Equal Opportunities Policy, diversity strategies and best practice.

3.4.4: TVP is exempt from the provisions of the Rehabilitation of Offenders Act. However, the PVST programme is inclusive and the nature of any conviction will be taken into account as part of the selection process. The Central Vetting Unit (CVU) will assess each case on an individual basis. Please refer to the Force Vetting Policy for information on refusals and appeals.

3.4.5: The minimum age for a volunteer is 16 years, however, some roles may require a minimum age of 18 years. Any applicant under 18 years of age must have their application form counter signed by a parent or guardian. There is no upper age limit.

3.4.6: All volunteer applicants will be required to complete a Volunteer Application Form.

3.4.7: Two references are required for each volunteer applicant. They must have known the applicant for a minimum of two years and not be relatives. References must be taken up by the Volunteer Co-ordinator.

3.4.8: Volunteer applicants should not be accepted where there is a significant possibility that this could lead to a conflict of interest, for themselves or for others, between their obligations as a volunteer and their effectiveness in their professional life or another volunteering role. A list of precluded occupations can be found in section 5.2.

3.4.9: All volunteer applicants will be subject to security vetting undertaken by the CVU. The level of vetting will be determined by the role that the volunteer will be performing for the Force.

3.4.10: The CVU has a minimum requirement of three year residency in the UK prior to vetting. It is only in exceptional circumstances that CVU will allow deviations to this policy.

3.4.11: All volunteer applicants will be required to attend an informal interview prior to acceptance into the PVST programme to ensure their suitability.

3.4.12: TVP retains the right to refuse acceptance of those applicants who do not meet the selection criteria and where appropriate reject an application without giving a reason.

3.4.13: Formal acceptance of the volunteer should not take place until the selection process is complete.

3.5: Placement

3.5.1: Prior to placement, all volunteers are required to complete a Volunteer Health Questionnaire and return it to the Occupational Health Unit (OHU). The OHU will advise the PVST Co-ordinator of the volunteer's ability to undertake a role based on their health record to ensure individuals are best matched to opportunities.

3.5.2: A Volunteer Role Description must be completed for each role prior to a volunteer starting. This clearly identifies the purpose, activities and boundaries of the role and the environment in which the individual will be volunteering. This should also clearly show a link to local policing priorities.

3.5.3: All volunteer roles must be risk assessed by a trained risk assessor and take account of the diverse needs of volunteers. The risk assessment must pay particular attention to the increased level of risk that may be present for young volunteers due to their lack of experience, maturity and attitude towards risk taking. Guidance is

available if required from the Health & Safety Department. All necessary control measures must be in place before an individual starts their volunteering role.

3.5.4: The PVST Co-ordinator must be assured prior to the volunteer starting the role that staff within the team are supportive of volunteer involvement and are aware of the activities that the volunteer will be undertaking.

3.6: Training

3.6.1: All new volunteers will be required to attend a formal corporate Volunteer Introduction to TVP at HQ or Sulhamstead prior to the start of their role. This will be conducted by the PVST Co-ordinators and should include the provision of appropriate information and instruction in respect of safety hazards to which the volunteers may be exposed. During the Introduction, volunteers will be provided with a Volunteer Identity Card (ID) which will clearly identify them as a volunteer with TVP.

3.6.2: It is the responsibility of the PVST Co-ordinator to ensure that new volunteers are provided with a local induction and role specific training prior to the start of their volunteering.

3.6.3: Volunteers perform many diverse tasks. The training they receive should be appropriate to the complexity and demands of their role and should be given on a needs basis only. Volunteers who change roles may require additional levels of vetting and training.

3.6.4: Volunteers having access to operational systems (e.g. Command and Control) require authorisation from the system owner. They must attend the appropriate corporate training packages prior to access being granted.

3.6.5: Each volunteer will be provided with a Volunteer Handbook which will include further information about volunteering with TVP. This will also act as a personal record of their volunteering activities while they are with the Force.

3.6.6: All training undertaken should be recorded on the volunteer's volunteer file and PeopleSoft record.

3.7: Volunteer Management

3.7.1 Supervision

3.7.1.1: It is the responsibility of each Task Supervisor to give regular informal feedback to the volunteer/s and to thank them for their contribution.

3.7.1.2: Volunteer placements must be reviewed by the PVST Co-ordinator at the end of a three month trial period to ensure that the volunteer and the team are happy with the placement. Where a volunteer is unsuitable or unhappy in a particular role, an alternative should be sought.

3.7.2 Conduct

3.7.2.1: All PVST volunteers are representatives of TVP. Conduct of the highest standard is expected at all times to ensure staff and public confidence is maintained. Volunteers must ensure that activities undertaken in their private lives do not affect the integrity of TVP or compromise the PVST. If anything occurs which may compromise their position, the volunteer must advise their PVST Co-ordinator immediately.

3.7.2.2: Volunteers are expected to conduct themselves to the highest standards in order to maintain the integrity of PVST and the Force.

3.7.2.3: During the period of volunteering, each volunteer shall perform such duties as are noted in their role description and are obliged to comply with all reasonable instructions as may be given by their task supervisor or PVST coordinator.

3.7.2.4: Whilst volunteering with TVP, volunteers will be expected to comply with all relevant policies and procedures.

3.7.2.5: Volunteers are responsible for maintaining confidentiality at all times in line with Force policies and procedures.

3.7.2.6: Volunteers have a duty to take reasonable care of themselves and others affected by their work and to adhere to the Health and Safety policies of the Force.

3.7.2.7: Volunteer complaints should be considered in accordance with the 'Dealing with Volunteer Complaints' guidelines.

3.7.2.8: Volunteers whose conduct or commitment falls below the expected standard may be asked to leave. Any action taken should be considered in line with the 'Volunteer Disciplinary Guidelines'.

3.7.3 Dress Code

3.7.3.1: Volunteers will not be issued with a uniform.

3.7.3.2: Volunteers should be identifiable only as Police volunteers and should not wear any badge or clothing which would give any members of the public or TVP staff the impression that they are employees.

3.7.3.3: Volunteers will be required to wear the ID at all times whilst they are volunteering duty to clearly identify them as a volunteer with TVP.

3.7.3.4: Due to the diverse nature of the workforce within TVP, volunteers should not wear clothes with logos, branding or slogans that may cause offence to other members of the Force and/or community

3.7.3.5: As representatives of TVP, volunteers are expected to dress in clothing appropriate to the role they are performing with due consideration to the diversity of the volunteer team, for example, gender, cultural, religious or medical factors.

3.7.3.6: It is the responsibility of both TVP and volunteers to comply with relevant health and safety legislation. Therefore, where there is a clearly defined requirement to provide volunteers with clothing and/or equipment in line with health and safety requirements this will be issued by the Force. Where clothing and/or equipment is issued, it must be worn by the volunteer.

3.7.3.7: Any articles of clothing and/or equipment issued to a volunteer, including all ID, will remain the property of TVP and must be returned on demand.

3.7.3.8: Specific information relating to clothing requirements will be provided during the local induction as this will depend on the role performed.

3.7.4 Recognition

3.7.4.1: Informal thanks should be ongoing and regular so that volunteers know they are a valued and appreciated part of the team.

3.7.4.2: Regular events should be organised by the PVST Co-ordinator to enable volunteers in the BCU/OCU/LPA to meet together and discuss relevant issues.

3.7.4.3: At the discretion of the LPA Commander, volunteers who have completed a minimum service of two years with the PVST will be sent a letter of thanks and a signed presentation card.

3.7.4.4: All volunteers who complete a minimum of five years service with the PVST will be presented with a Volunteer Long Service Award

at Long Service and Good Conduct ceremonies alongside police officers, staff and special constables.

3.7.4.5: In order to receive a presentation card or long service award, it is not essential that the service is continuous. There is no limit to the number of breaks that a volunteer can take as long as the period of active service amounts, in aggregate, to a minimum of two and five years respectively.

3.7.4.6: Any volunteer or team of volunteers who meet the criteria may be nominated for the annual TVP Volunteer of the Year Award and Home Office Volunteer of the Year Award.

3.7.4.7: Volunteers may be recommended for a BCU Commander's Commendation, and where appropriate a Chief Constable's Commendation.

3.7.5 Security

3.7.5.1: Volunteers will be required to wear ID at all times whilst they are on police premises or volunteering with the PVST to clearly identify them as a volunteer with TVP.

3.7.5.2: All volunteers are vetted to Level 2. Volunteers who have access to operational IT systems, as approved by the system owner, are based within an Intelligence Team, or have access to a designated building must be vetted to Level 3 by the CVU prior to the volunteer taking up the role.

3.7.5.3: Volunteers who change roles may require a higher level of vetting. This must be undertaken prior to starting the role. The PVST Co-ordinator is responsible for ensuring the correct vetting level is cleared.

3.7.5.4: Any breach in confidentiality may result in the volunteer being asked to leave the PVST and may result in civil or criminal proceedings.

3.7.6 Access to Services

3.7.6.1: Volunteers who experience difficulties or problems with their physical or mental health as a direct result of their PVST activity will be able to access services provided by the Corporate Health & Support Services.

3.7.6.2: Volunteers can join the TVP Sports and Social Clubs as associate members. The volunteer will meet the cost of membership.

3.7.7 Insurance

All individuals aged 16-75 who are engaged in the work of the PVST receive the same level of insurance cover as Police Staff. Volunteers aged 76 and over are insured in line with current life policy terms and conditions.

3.7.8 Expenses

3.7.8.1: Volunteers are entitled to claim for pre-determined out of pocket expenses incurred whilst undertaking activities on behalf of TVP. These expenses are the responsibility of the PVST.

3.7.8.2: Volunteers must not be provided with a flat rate or daily payment as this could be regarded as a 'consideration' which may change their legal status.

3.7.9 Recording of Hours

3.7.9.1: Volunteers are not required to complete a minimum or maximum number of hours. However, some roles will require a regular commitment to the allocated task.

3.7.9.2: All volunteers are required to keep a record of completed hours and submit them to their PVST Co-ordinator on a monthly basis.

3.7.10 Leaving the PVST

3.7.10.1: Volunteers are free to leave the PVST at any time.

3.7.10.2: Volunteers who wish to leave the PVST must be offered an exit interview. This should be conducted by the PVST Co-ordinator or an appropriate member of staff using the exit interview questionnaire.

3.7.10.3: All clothing and/or equipment issued by the Force, including the ID card, must be returned to the PVST Co-ordinator before the volunteer leaves.

4.0 Challenges & Representations

Chief Superintendent Local Policing
Thames Valley Police Headquarters
Oxford Road
Kidlington
Oxford
OX5 2NX

5.0 Guidance, Procedures & Tactics

This policy is supported by further guidance and procedures to ensure volunteers are managed effectively and fairly including,

1. [Legal Status of Volunteers](#)
2. [Criteria for Volunteer Applicants](#)
3. [Development of Volunteer Roles](#)
4. [Dealing with Volunteer Complaints & Grievances](#)
5. [Volunteer Disciplinary Guidelines](#)
6. [Reimbursing Volunteer Expenses](#)

5.1. Legal Status of Volunteers

In recent years concern has been expressed about the legal status of volunteers and the implications this may have on organisations involving them. It is commonly accepted that volunteers should not enter into any form of legally binding agreement or contract, either in writing or verbally, that would suggest the presence of an employment relationship.

A contract of employment is created when an individual agrees to undertake a task in return for something, usually of economic value, which is legally referred to as 'consideration'. If this rule is applied to volunteers, then a contract could be argued to have been created where the volunteer receives anything of economic value in return for volunteering, for example training unrelated to their role, 'expenses' that are not related to actual documented expenditure, gift vouchers, paid membership of police sports and social clubs etc. Volunteers who receive such consideration may well be regarded as working under a contract of employment, which could have significant implications for the force.

Terms which are indicative of an employment relationship should not be used in relation to volunteers e.g. terms such as 'employer', 'employee', 'employment', 'contract', 'staff', 'workers' etc.

It is therefore essential that careful consideration is given to the development of any volunteer management systems to ensure they do not suggest an employment relationship.

5.2. Criteria for Volunteer Applicants

Age

Applicants must be aged 16+. There is no upper age limit for volunteers.

Conflict of Interest

Applications will not be accepted from individuals where there is a significant possibility that this could lead to a conflict of interest in their professional life or another volunteering role. Applicants must therefore give full details of their current employment or other voluntary work

undertaken, as part of their application. Occupations that are considered incompatible with becoming a volunteer include:

Members of Police Authorities
Magistrates, Clerks to Justices & Clerks to Court
Members of County or District Councils
Probation Officers
Bailiffs, Warrant Officers
Holders of liquor licences & managers of licensed houses
Licensees of betting/ gaming premises
Private Detectives & Inquiry Agents
Security Officers, Guards & Door People
Members of Employer's Police Forces & Private Constabularies
Civilian Detention Officers (employed by Police Authorities)
Custody Officers & Custody Escort Officers
Traffic Wardens
Neighbourhood Wardens
Members of the full-time Fire Service
Members of the Armed Forces

The following occupations may also be considered incompatible for particular volunteer roles,

Members of Medical & Health Professions
Occupations with client privilege
Youth Workers and Social Workers
Employees of Security Organisations

Volunteers from Overseas

Applicants from the UK, the European Union, Iceland, Norway, Liechtenstein or Switzerland have no restrictions on their volunteering with Thames Valley Police. However, applicants from outside the European Economic Area (EEA) are not allowed to take up work, paid or unpaid, which includes volunteering, without a valid work permit. Their status is indicated in their passport or in a letter of status and where individuals are from outside the EEA they must bring either of these documents with them when invited to an interview.

Due to the vetting requirements necessary before volunteering or having access to premises or assets within Thames Valley Police, it is difficult to complete thorough checks on individuals who have not been resident in the United Kingdom for the previous three years.

Therefore, except in very exceptional circumstances, three year residency is an essential requirement. Any exceptions will be decided by the Force vetting unit.

Vetting Procedures

Whilst volunteering with Thames Valley Police, individuals may be exposed to confidential and sensitive information. All volunteers are

required to comply with the provisions of the Data Protection Act and Officials Secrets Act, and it is therefore important that every reasonable precaution is taken to ensure the reliability and integrity of individuals joining the PVST. For this reason the applicant, their family and others who live at their address will be subject to a detailed vetting process. A vetting form will be sent to the applicant once Thames Valley Police has received their application form.

Tattoos and Facial Piercings

In order to comply with health and safety legislation and in accordance with the Thames Valley Police Code of Conduct, applicants must advise whether they have any tattoos on their face, neck, forearms or hands and/or facial piercings. These will not prevent applicants from becoming a volunteer but may influence the location of their volunteering activity. Tattoos containing images perceived to depict violence, sexist, racist or homophobic meaning will not be acceptable. Facial piercings may compromise health and safety legislation for particular roles and it is therefore necessary to have details of any facial piercings that they may have.

5.3. Development of Volunteer Roles

Roles should be identified before any recruitment takes place so that volunteers can be matched with a suitable task promptly. When designing a volunteer role, the following points should be considered,

5.3.1: Roles should enhance, complement and support those of paid staff and add value

5.3.2: Volunteers should not be used to replace staff

5.3.3: Volunteers should not be used to fill a new role where there is justification for a staff position, whatever the circumstances

5.3.4: Roles should improve/enhance the service received by the public

5.3.5: There should be a clear link between the volunteer role and local policing priorities so that the role has meaning and purpose

Teams interested in involving volunteers in their work should contact their local PVST Co-ordinator or PVST Management Team at HQ for further help and support.

A Volunteer Role Description should be completed for all roles and a copy given to the volunteer when he/she first starts with the organisation. This ensures that both volunteers and staff know the boundaries in which they are working, what role they are performing and what contribution they are making to the team and wider Force.

5.4. Dealing with Volunteer Complaints

Due to the unique nature of the volunteering relationship, volunteers need to be treated differently to employed staff. Therefore, under no circumstances should a volunteer be subject to the processes and procedures for employees as this could be viewed as changing their legal status.

5.4.1: If volunteers are unhappy with any aspect of their involvement with the PVST, they should be given the opportunity to discuss the matter with their local PVST Co-ordinator.

5.4.2: All complaints relating to volunteers must be treated sensitively and in a confidential manner.

5.4.3: Wherever possible, the preferred option is that any conflict issues relating to volunteers should be resolved informally at the lowest level of management so that difficulties may be sorted out quickly and effectively.

5.4.4: Where no satisfactory resolution is agreed by the involved parties, the local PVST Co-ordinator should in all cases try to resolve the matter in the most appropriate manner with support from the Task Supervisor.

5.4.5: If the complaint remains unresolved or further action is required following discussion with the PVST Programme Manager, the matter should be referred in writing to the LPA Commander by the local PVST Co-ordinator and a solution sought. A copy of this should be kept in the volunteer's file.

5.4.6: Complaints that remain unresolved at this stage or cases that are considered to be more serious should be referred to the BCU HR Manager, who in consultation with the PVST Programme Manager will determine the outcome, with the involvement of the BCU Commander if necessary.

5.5. Volunteer Disciplinary Guidelines

5.5.1: Volunteers are expected to maintain a high standard of conduct, performance and commitment at all times.

5.5.2: Where standards in 5.5.1 are not met, volunteers should be given the opportunity to undertake remedial action before more stringent action is taken.

5.5.3: The volunteer should meet with the local PVST Co-ordinator and Task Supervisor where appropriate to discuss the matter and agree a plan of action to rectify the situation. The plan of action should be confirmed in writing to ensure all parties understand the

outcome of the discussions. A copy of this should be placed in the volunteer's file for reference.

5.5.4: If the volunteer consistently fails to meet the required standards or the matter is considered to be serious, the volunteer should be given a written warning by their local PVST Co-ordinator, and the PVST Programme Manager must be informed. A record of this should be kept in their volunteer file for three years and then reviewed.

5.5.5: Volunteers who continue to behave inappropriately may be asked not to continue volunteering pending further enquiries or asked to leave the PVST depending on the most appropriate course of action for each individual case. This should be a joint decision between the PVST Programme Manager and the BCU HR Manager, in consultation with the PVST Co-ordinator. A letter detailing this decision should be sent to the volunteer and a copy placed in their volunteer file.

5.5.6: Thames Valley Police has the authority to prevent any individual from continuing to volunteer with the PVST, although any such decision should be made on objective criteria and within the principles and practices of the Force and Diversity Policies and Procedures.

5.5.7: If it is held that a volunteer has fundamentally breached the relationship between himself/herself and TVP then management may no longer accept the continued presence of the volunteer within the organisation.

5.6. Reimbursing Volunteer Expenses

5.6.1: Individuals should not be financially disadvantaged by their volunteering experience and are therefore able to claim for pre-determined out of pocket expenses.

5.6.2: The following expenses can be claimed,

Travel to and from their normal place of volunteering activity

Volunteers can claim actual mileage completed when using their own car, at a pre-determined rate per mile.

Public transport costs can be claimed in full.

Travel to and from special events, training and between police sites

Volunteers are able to claim actual mileage completed on these occasions at a pre-determined rate per mile.

Public transport costs can be claimed in full.

Car parking

Volunteers who use their car to travel to and from their normal place of volunteering and are unable to park at the police station, will be able to claim car parking charges.

Any parking fines incurred whilst volunteering with Thames Valley Police will not be paid by the Force.

Additional Expenses

No additional expenses can be claimed unless agreement is given by BCU or department.

5.6.3: The Volunteer Expense Claim Form (FIN152) should be completed by the volunteer on a monthly basis. Once approved by an authorised signatory the form should be forwarded to Headquarters Finance. In all cases receipts or itemised bills must be provided with the claim form to ensure an accurate audit trail is maintained. All VAT receipts for fuel must also be submitted with the form.

5.6.4: The Expense Claim Form and more detailed information is available on the volunteer intranet site.

6.0 Communication**6.1 Links to Police National Legal Database Other**

There are no links to the Police National Legal Database.

6.2 Communications Strategy

The content of this policy will be communicated to all members of TVP through the intranet and internet sites, Managers Briefing, All User email and the Volunteer Newsletter. A briefing note will be given to volunteers to ensure they understand the content of the policy and its application.

7.0 Compliance and Certification**7.1 Human Rights Certification****(i) Legal Basis**

This policy does not have a specific legal basis and is unique to Thames Valley Police.

(ii) Human Rights Articles Engaged

Article 8, has the potential to be engaged due to the vetting of volunteers

Audited by: **Quintin Hampton**

Audited on: **29 August 2006**

(iii) Prohibition of Discrimination

Please see 'Human Rights Articles Engaged'.

7.2 Diversity Impact Assessment

This policy has had a Diversity Impact Assessment carried out and it has been assessed as low impact.

7.3 Diversity (Human Resources)

In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

7.4 Data Protection

Personal data processed in compliance with this policy will be managed in accordance with the provisions of the Data Protection Act 1998.

It will be kept for a minimum of three years after they leave the PVST Programme, in line with the Thames Valley Police disposal policy.

7.5 Freedom of Information Act

This policy is suitable to be made available to the public and can be made available on the Thames Valley Police Freedom of Information Publication Scheme.

7.6 Protective Markings

This policy has been assessed as NOT PROTECTIVELY MARKED.

7.7 Health & Safety at Work

This policy is to be read in conjunction with the Force Health and Safety Manual, which sets out the requirement for documented risk assessment by a competent person, when exposure to a particular hazard arising from the workplace or work activity can be said to be reasonably foreseeable. The duty of care afforded and standard of health and safety management in respect of volunteers should be to the same level as for employed personnel, therefore all Force procedures, such as the reporting of accidents, injury on duty and work-related illness should be fully applied.

8.0 Monitoring and Review

8.1 Links to Best Value/PPAF/Priorities/Performance Indicators

This policy contributes to the following Strategic Objective:

- To provide an effective and timely response focused on the needs of the citizen

8.2 Review Process

A full review will be carried out every two years by the policy author and will examine:

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant diversity data

For use by the Policy Management Unit Only

<u>Policy Authorisation</u>	
Policy signed off by:	
_____	_____
ACC Local Policing	Date