



**Ministry
of Defence**

**JSP 814
Policy and Regulations for Ministry of Defence
Sponsored Cadet Forces**

Part 1: Directive

Foreword

The MOD-sponsored Cadet Forces aim to provide a challenging and stimulating contemporary 'cadet experience' that develops and inspires young people within a safe environment.

The benefits of the cadet experience – personal and social development, as well as an increased awareness both of the Armed Forces and of possible military careers – should be within the reach of most young people across the United Kingdom.

My intent is that cadet training will be safe, fun, efficient and effective, and delivered by motivated and competent adult volunteers who are valued by Defence and society. Cadets will be understood, recognised and supported by their local communities and sponsoring Service, whose values, standards and ethos they will reflect. All those in the cadet movement will have the opportunity to challenge themselves and, in the process of doing so, will widen their horizons and awareness of their own potential.

JSP 814 provides overarching and definitive policy and regulations for the four MOD-sponsored cadet organisations which comprise the:

- Sea Cadet Corps (SCC);
- Combined Cadet Force (CCF);
- Army Cadet Force (ACF); and the
- Air Training Corps (ATC).

The JSP is intended for use by the Cadet Force headquarters as they form their own regulations to ensure they comply with MOD policies and procedures, while maintaining the unique single-Service identity within each Cadet Force.

Lieutenant General Andrew Gregory
Chief of Defence People
Defence Authority for People

Preface

How to use this JSP

1. JSP 814 is intended to be used by staff responsible for operating the MOD-sponsored Cadet Forces. It contains the policy and direction on the MOD-sponsored Cadet Forces. This JSP will be reviewed at least annually.
2. The JSP is structured in only one part as a Directive which should be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government.

Coherence with other Defence Authority Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Defence Authorities. Where particular dependencies exist, these other Defence Authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

Related JSPs	Title
JSP 313	Combined Cadet Force Manual
JSP 315 Vol 3	Services Accommodation Code
JSP 319	Joint Service Safety Regulations for the Storage and Handling of Gases
JSP 362	Defence Lands Handbook
JSP 375	Management of Health and Safety in Defence
JSP 403	Handbook of Defence Ranges Safety
JSP 419	Joint Service Adventure Training (JSAT) Scheme
JSP 440	Defence Manual of Security
JSP 456	Defence Catering Manual
JSP 482	MOD Explosives Regulations
JSP 751	Joint Casualty and Compassionate Policy and Procedures
JSP 752	Tri-Service Regulations for Expenses and Allowances
JSP 754	Tri-Service Regulations for Pay and Charges
JSP 763	The MOD Bullying and Harassment Complaints Procedures
JSP 800	Defence Movements and Transport Regulations
JSP 834	Safeguarding Children and Young People
JSP 835	Alcohol and Substance Misuse and Testing
JSP 886	The Defence Logistics Support Chain Manual
JSP 893	Policy on Safeguarding Vulnerable Groups
JSP 907	Catalogue of Training Estate

Further Advice and Feedback – Contacts

4. The owner of this JSP is Reserve Forces & Cadets Division. For further information on any aspect of this guide, or questions not answered within the subsequent sections, or to provide feedback on the content, contact:

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Contents

Foreword	i
Preface	ii
How to use this JSP.....	ii
Coherence with other Defence Authority Policy and Guidance	ii
Further Advice and Feedback – Contacts	iii
Contents	iv
List of Abbreviations	ix
List of Publications, Acts Referred to and Other Relevant Publications	xii

ORGANISATION

Chapter 1 Status and Aim of the Cadet Forces

- 1.1 Cadet Forces Mission, Vision and Intent
- 1.2 Status of the Cadet Forces
- 1.3 Aim of the Cadet Forces
- 1.4 Cadet Experience
- 1.5 Purpose of the Cadet Experience
- 1.6 UN Convention on the Rights of the Child
- 1.7 Diversity and Inclusion Policy
- 1.8 MOD Policy on Advising Cadets on Careers in the Regular and Reserve Forces

Annex A to Chapter 1: MOD-Recognised Youth Organisations

Annex B to Chapter 1: Non-MOD-Sponsored Cadet Units

Annex C to Chapter 1: Appointments held by Members of the Royal Family in the MOD-Sponsored Cadet Forces

Annex D to Chapter 1: Form of Indemnity between the Ministry of Defence and MOD-Sponsored Cadet Forces

Chapter 2 Organisation, Policy and Governance

- 2.1 Organisation
- 2.2 Role of Reserve Forces and Cadets Division Youth & Cadets
- 2.3 Tri-Service Cadet Forums
- 2.4 Single-Service Cadet Headquarters
- 2.5 Affiliations of Cadet Forces and Units Overseas
- 2.6 External Supporting Bodies

Annex A to Chapter 2: Principal High-level Cadet Forums

Chapter 3 Unit Organisation

- 3.1 Unit Organisation
- 3.2 Manning Strengths and CFAV to Cadet Ratios
- 3.3 Matrix of Responsibility
- 3.4 Inspection Procedures
- 3.5 Opening and Closing of Units

PERSONNEL AND ADMINISTRATION

Chapter 4 Eligibility and Conditions of Service for CFAV

- 4.1 Eligibility Criteria
- 4.2 Application Procedures
- 4.3 Commissions
- 4.4 Medical Standards and Fitness
- 4.5 Maternity Policy
- 4.6 Changes in Personal Circumstances
- 4.7 Call-Out Liability
- 4.8 Transfers, Retirements, Resignations, Suspensions, Relinquishments and Termination of Service

Annex A to Chapter 4: Security Clearances

Chapter 5 Eligibility and Conditions of Membership for Cadets

- 5.1 Eligibility Criteria
- 5.2 Parent/Guardian Consent Forms
- 5.3 Medical Standards and Fitness
- 5.4 Maternity Policy
- 5.5 Study Leave, Transfers and Termination of Membership

Chapter 6 Safeguarding Children

- 6.1 Safeguarding Policy
- 6.2 MOD Children and Young People's Board
- 6.3 Disclosure Organisations
- 6.4 Anti-bullying Policy
- 6.5 Photography and Recorded Images Policy
- 6.6 Social Media

Chapter 7 Ceremonial, Uniform, Honours and Awards

- 7.1 Royal, VIP and MP Visits
- 7.2 Displays and Ceremonial Events
- 7.3 Uniform and Badges
- 7.4 Awarding, Borrowing and Renewal of Banners
- 7.5 The Cadet Forces Medal
- 7.6 Lord-Lieutenants' Cadets and Certificates of Merit

LOGISTICS, FINANCES AND MEDICAL

Chapter 8 Authorised Travel

- 8.1 Regulations
- 8.2 Visits Abroad
- 8.3 International Cadet Force Exchanges
- 8.4 Indulgence, Concessionary Fare-Paying and Concessionary Non-Fare-Paying Flights

Chapter 9 Infrastructure

- 9.1 Accommodation - Maintenance and Sourcing
- 9.2 Hire, Purchase, Disposal (including letting) of Accommodation for the MOD
- 9.3 Provision of Miniature Rifle Ranges, Parade Grounds and Car Parks
- 9.4 Use of Regular and Reserve Military Premises
- 9.5 Non-Domestic Rates
- 9.6 Health & Safety Requirements Relating to Buildings used by Cadets (inc Fire Safety)
- 9.7 MOD Indemnification of Buildings

Chapter 10 MOD Stores and Clothing to Support Training

- 10.1 MOD Stores
- 10.2 Responsible Authorities
- 10.3 Responsibilities for Accounting
- 10.4 Restrictions on Use
- 10.5 Movements
- 10.6 Loss or Damage
- 10.7 Service Instructions and Scales
- 10.8 Access to Surplus Equipment/Clothing Prior to Disposal

Chapter 11 Remuneration, Allowances (not T&S) and Food and Accommodation Charges

- 11.1 CFAV Remuneration
- 11.2 Uniform Allowance
- 11.3 Messing Charges

Chapter 12 Medical and Accident Regulations

- 12.1 Medical Requirements for CFAV
- 12.2 Medical Requirements for Cadets
- 12.3 Medical Certificates
- 12.4 Medical and Dental Treatment in the UK
- 12.5 Medical and Dental Treatment Abroad
- 12.6 Private Treatment
- 12.7 Accidents and Casualties
- 12.8 Provision of First Aid Cover

- 12.9 Accident and Incident Reporting Procedures
- 12.10 Claims
- 12.11 Compensation Awards

TRAINING AND ACTIVITIES

Chapter 13 Training – General

- 13.1 Definition
- 13.2 Purpose
- 13.3 Cadet Force Activities Indemnified by MOD
- 13.4 Permitted Scope of Training Activities
- 13.5 Types of Training
- 13.6 Staff Responsibilities and Qualifications
- 13.7 Planning Principles
- 13.8 Publications
- 13.9 Personnel in Support of Training
- 13.10 Fundraising
- 13.11 Cadet Force Support to UK Local Authorities and Emergency Services

Chapter 14 CFAV Training

- 14.1 Initial Qualifying Courses
- 14.2 Further Training
- 14.3 Cadet Vocational Qualification Organisation (CVQO)
- 14.4 Availability of Courses

Chapter 15 Cadet Training

- 15.1 General
- 15.2 Adventurous Training (AT) and Challenge Pursuits (CP)
- 15.3 Authority to Undertake AT and CP
- 15.4 Conduct of AT and CP
- 15.5 Qualifications of Cadet Force Adult Volunteers (CFAV) and Other Adults
- 15.6 Use of Civilian AT and CP Providers
- 15.7 Medical Suitability of Cadets
- 15.8 Training Afloat
- 15.9 Shooting Policy
- 15.10 Weapons Training and Use of Firearms
- 15.11 Flying and Gliding
- 15.12 Sub Aqua (Diving)
- 15.13 Military Training Areas and Ranges Within the UK
- 15.14 Training Over Private Land Within the UK
- 15.15 Duke of Edinburgh's Award
- 15.16 Cadet Vocational Qualification Organisation (CVQO)

Chapter 16 Safety

- 16.1 Safety Management
- 16.2 Documentation
- 16.3 Training of CFAV and Adults Supervising and Instructing Cadets
- 16.4 Planning of Training and Activities
- 16.5 Risk Assessment
- 16.6 Briefing of CFAV and Cadets
- 16.7 Safety Assessment and Inspection
- 16.8 Assurance and Reporting
- 16.9 Possession of Weapons, including Knives
- 16.10 Drugs, Alcohol and Smoking

SECURITY AND COMMUNICATIONS

Chapter 17 Security

- 17.1 The Threat to Security of Cadet Force Establishments
- 17.2 Official Secrets Act
- 17.3 Identity Cards and Passes
- 17.4 Document Security
- 17.5 Information Technology (IT) Security
- 17.6 Security of Arms and Ammunition
- 17.7 Protecting Personal Information

List of Abbreviations

Abbreviation	Definition
ACATI	Air Cadet Adventure Training Instructions
ACDS (R&C)	Assistant Chief of the Defence Staff (Reserves & Cadets)
ACEG	Army Cadet Executive Group
ACF	Army Cadet Force
ACFA	Army Cadet Force Association
ACO	Air Cadet Organisation
ACP	Air Cadet Publication
AGAI	Army General Administrative Instruction
AMP&C	Air Member for Personnel & Capability
AT	Adventurous Training
ATC	Air Training Corps
ATF	Air Transport Force
BPSS	Baseline Personnel Security Standard
CAS	Chief of the Air Staff
CCAT	Cadet Centre for Adventurous Training
CCF	Combined Cadet Force
CCFA	Combined Cadet Force Association
CCRS	Council for Cadet Rifle Shooting
CDP	Chief of Defence People
CFAV	Cadet Force Adult Volunteer(s)
CF	MOD-sponsored Cadet Force(s)
CF HQ	Cadet Force Headquarters
CILOR	Cash In Lieu Of Rations
CNFP	Concessionary Non Fare Paying
CoC	Chain of Command
Comdt AC	Commandant Air Cadets
COMCORE	Commodore Core Naval Training and Recruiting
CP	Challenge Pursuits
CTC (FP)	Cadet Training Centre (Frimley Park)
CTC	Counter Terrorist Check
CTSP	Cadet Training Safety Precautions (Army Code 72008) – the 'Red Book'
CUY	Cadets, Universities and Youth
DBS	Defence Business Services
D&BS	Disclosure and Barring Service
DCYP	Directorate of Children and Young People
DDC	Directorate of Defence Communications
DDMO	Duty Diver Medical Officer
DDSO	Duty Diver Standards Officer
DfE	Department for Education
DFS	Defence Food Services
DIN	Defence Instructions and Notices
DIO	Defence Infrastructure Organisation
DIO SD Trg	Defence Infrastructure Organisation, Service Delivery Training
DMR	Daily Messing Rate
DOB	Date of Birth

DofE	Duke of Edinburgh's Award
DPA	Data Protection Act
DPO	Data Protection Officer
DSA	Disposal Services Authority
EHIC	European Health Insurance Card
FCO	Foreign and Commonwealth Office
FOST	Flag Officer Sea Training
FTRS	Full-time Reserve Service
GMC	General Medical Council
GVCAC	Girls' Venture Corps Air Cadets
HQ PSC	Headquarters Personnel and Support Command
HQ RC	Headquarters Regional Command
IOM	Isle of Man
JCCC	Joint Compassionate and Casualty Cell
JSAT	Joint Service Adventure Training
JSATFA	Joint Service Adventure Training Form Alpha
JSP	Joint Service Publication
LFSO	Land Forces Standing Orders
MDL	Members of Devolved Legislatures in Scotland, Wales and Northern Ireland
Min(DPV)	Minister for Defence Personnel and Veterans
Min(Reserves)	Minister for Reserves
MODMO	Ministry of Defence Medal Office
MOU	Memorandum of Understanding
MSSC	Marine Society and Sea Cadets
MT	Motor Transport
NAAFI	Navy, Army and Air Force Institutes
NACTC	National Air Cadet Training Centres
NGB	National Governing Body
NSCU	Non-Sponsored Cadet Unit
NSPCC	National Society for the Prevention of Cruelty to Children
NTEP	National Training Estate Project
ORP	Operational Ration Packs
OTC	Officer Training Corps
PCV	Passenger Carrying Vehicle
POC	Point of Contact
PR	Public Relations
RAC	Routine Accounting Codes
RAFVR(T)	Royal Air Force Volunteer Reserve (Training Branch)
RF&C Div	Reserve Forces and Cadets Division
RFCA	Reserve Forces' and Cadets' Association
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
RMR	Royal Marines Reserve
RNR	Royal Naval Reserve
SAA	Service Attachés and Advisors
SASC	Small Arms School Corps
SC	Security Check
SCC	Sea Cadet Corps
SCR	Sea Cadet Regulations

SHE	Safety Health and Environment
S-Svc	Single-Service
TARS	Training Afloat Regulations & Safety
TOPL	Training Over Private Land
VA	Volunteer Allowance
VCC	Volunteer Cadet Corps
YCC	Youth & Cadet Council
YCSG	Youth and Cadet Steering Group

List of Publications, Acts Referred to and Other Relevant Publications

2010DIN05-009 Feb 2010	Support to Non MOD-sponsored Cadet Organisations
AC 13206	Queen's Regulations for the Army 1975
AC 14233	Army Cadet Force Regulations
AC 14955	Army Reserve Regulations 1978
AC 72088	Cadet Training Safety Precautions
Access to Health Records Act 1990	
AGAI Vol 1 Ch 11	Adventure Training in the Army
Anti-Social Behaviour Act 2003	
AP 1919	Regulations for the Air Training Corps
AP 3342	Management of Physical Education in the RAF
ASCR 5	Sea Cadets Health and Safety Manual
ASCR 16	Sea Cadets Armoury Security, Weapon Transport and Range Regulations
BR 4024	Adventure Training in the Royal Navy
BRd 2860 (5)	UK Military Diving Manual (Joint Services Sub-Aqua Diving Regulations)
Children Act 1989/2004	
Data Protection Act 1998	
DIO Practitioner Guide 02/11	Training Over Private Land (TOPL)
Diving at Work Regulations 1997	
Firearms (Dangerous Air Weapons) Rules 1993	
Firearms Act 1968	
GAI 1011	Recognition of Air Scouts
GAI 1026	Assistance to the Air Cadet Organisation
GAI 1050	Assistance to Air-Interested Girls' Units
JSP 313	Combined Cadet Force Manual
JSP 315 Vol 3	Services Accommodation Code

JSP 319	Storage, Handling and use of Gases
JSP 362	Defence Lands Handbook
JSP 362 Vol 2 Leaflet 6	Training over Private Land in the United Kingdom
JSP 375	Management of Health and Safety in Defence
JSP 403	Handbook of Defence Ranges Safety
JSP 419	Joint Services Adventure Training (JSAT) Scheme
JSP 440	Defence Manual of Security
JSP 456	Defence Catering Manual
JSP 482	MOD Explosives Regulations
JSP 751	Joint Casualty and Compassionate Policy and Procedures
JSP 752	Tri-Service Regulations for Expenses and Allowances
JSP 754	Tri-Service Regulations for Pay and Charges
JSP 763	The MOD Bullying and Harassment Complain Procedures
JSP 800	Defence Movements and Transport Regulations
JSP 831	Redress of Individual Grievances; Service Complaints
JSP 834	Safeguarding Children and Young People
JSP 835	Alcohol and Substance Misuse and Testing
JSP 886	The Defence Logistics Support Chain Manual
JSP 893	Policy on Safeguarding Vulnerable Groups
JSP 907	Catalogue of Training Estate
LFSO 2901	Security of Cadet Forces
Military Aviation Authority (MAA) Regulatory Publications	Rules for the authority to operate and regulate UK military registered aircraft
Recreational diving projects approved code of practice	
Road Traffic Act 1988	
Sea Cadet Regulations	
TARS	Naval Cadet Forces Training Afloat Regulations and Safety

1 Status and Aim of the Cadet Forces

1.1 Cadet Forces Mission, Vision and Intent

1.1.1. Each of the s-Svc Cadet Forces has its own vision and intent and strategy for its CF, but the following are a common thread to all.

1.1.2. The Cadet Forces Mission is 'To prepare Cadets for success in their chosen way of life, increasing their awareness and understanding of the Armed Forces and their role in society by delivering enjoyable, well-organised, military-themed activities in a challenging and safely-managed environment'.

1.1.3. The CF Vision is 'Providing a challenging and stimulating contemporary cadet experience that develops and inspires young people within a safe environment'.

1.1.4. The CF Intent is 'The benefits of the cadet experience – personal and social development as well as an increased awareness both of the Armed Forces and of possible military careers – should be within reach of most young people across the United Kingdom. Training will be safe, fun, efficient and effective, and delivered by motivated and competent adult volunteers who are valued by Defence and Society. Cadets will be understood, recognised and supported by their local communities and sponsoring Service, whose values, standards and ethos they will reflect. All those within the cadet movement will be allowed to challenge themselves, and in the process of so doing, will widen their horizons and their awareness of their own potential. The critical success factor is the continuing commitment of sufficient, high quality adult volunteers to deliver the cadet experience'.

1.2 Status of the Cadet Forces

1.2.1. The MOD-sponsored Cadet Forces are voluntary youth organisations which comprise:

- a. the Sea Cadet Corps (SCC);
- b. the Combined Cadet Force (CCF);
- c. the Army Cadet Force (ACF); and
- d. the Air Training Corps (ATC).

1.2.2. While the CF are recognised as part of the wider 'Defence Family', they are not part of the Armed Forces of the Crown, although some CF officers hold Reserve Forces commissions and others are granted honorary officer status. Despite this, no member of the CF has any liability for military service or compulsory training in the Armed or Reserve Forces as a result of their membership of the CF.

1.2.3. There are also several MOD-recognised youth organisations, details of which are at Annex A to this chapter.

1.3 Aim of the Cadet Forces

1.3.1. The aim of the CF is to provide disciplined uniformed youth organisations that enable young people to develop leadership skills and teamwork by means of training to promote the qualities of responsibility, self-reliance, resourcefulness, endurance and perseverance and a sense of service to the community.

1.3.2. In support of this aim, each of the CF has its own charter which reflects its unique nature and parent Service traditions.

1.4 Cadet Experience

1.4.1. Each of the single Services has its own view on what the Cadet Experience means to its cadets and this is reflected in the S-Svc CF publications. Within those statements, are some common themes that enable a Defence-wide definition to be developed that encapsulates the essence of the Cadet Experience.

1.4.2. The Cadet experience is defined as: *In volunteering to join a uniformed and disciplined military-themed youth organisation, cadets follow a military-themed ethos and experience a wide variety of well-organised, enjoyable and challenging activities in a safely-managed environment. These activities allow the cadet to develop a sense of responsibility and service to the community, self-reliance, resourcefulness, endurance, perseverance, leadership, teamwork, communication skills and resilience. In undertaking these activities, cadets can also gain additional nationally-recognised educational and vocational qualifications. It is the military-themed elements that set the cadets apart from other youth organisations.*

1.5 Purpose of the Cadet Experience

1.5.1. The Cadet Experience aims to:

- a. provide the opportunity for young people to exercise responsibility and leadership, and to learn from the Services how they can best be developed, through a variety of military and challenging training activities in accordance with Chapter 12.
- b. impart a basic knowledge and understanding of Defence and the role of the Armed Forces.
- c. acquaint those who have an interest in the Services of the opportunities to join the Regular or Reserve Forces, and what life in the Service entails.

1.6 UN Convention on the Rights of the Child

1.6.1. The United Nations Convention on the Rights of the Child (UNCRC) is an international human rights treaty that grants all children and young people (aged 17 and under) a comprehensive set of rights.

1.6.2. The phrase: *'The cadet corps are not part of the armed forces and have no operational role; nor are they conduits for entry into the armed forces'* comes from the UK report to the UN on this country's compliance with the Optional Protocol; the Protocol states the minimum age (15 years) for the voluntary recruitment of persons into their national Armed Forces.

1.6.3. It is in this context that the UK's statement regarding the CF should be read. This is because we allow people to join the Cadets at an age when they must be afforded the protection of the under-15 and under-18 clauses. Thus, our obligation under the Optional Protocol is to ensure that Defence-supported CF are not:

- a. A vehicle for directly recruiting people under 15 into the Armed Forces.
- b. A way of subverting the minimum joining age (i.e. joining Cadets voluntarily below age 15 should not lead to an obligation to join the Armed Forces, which they do not).
- c. A way of applying pressure on members of the Cadets under 18 to join, thereby resulting in recruitment that is not genuinely voluntary. We are required to maintain safeguards to ensure that does not happen.

1.7 Diversity and Inclusion Policy

1.7.1. The MOD-sponsored Cadet Forces are inclusive organisations which help young people achieve their potential by offering a range of challenging and exciting activities based on the values and ethos of the Armed Forces. We are committed to equality of opportunity for young people and adults alike, recognising diversity within our membership and regarding it as one of our greatest strengths.

1.7.2. Within the bounds of safety to themselves and others, the Cadet Forces are open to all regardless of disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

1.7.3. Diversity and inclusion are about valuing people's differences and recognising that everyone through their unique mixture of skills and experience has their own valuable contribution to make. Therefore, where reasonably practicable, the MOD-sponsored Cadet Forces will make allowances for disability and will adapt their practices to accommodate religious observance. The MOD-sponsored Cadet Forces are committed to ensuring that all feel valued, that the skills and talents of individuals are recognised and fully developed and that the environment in the Cadet Forces is welcoming, rewarding and fun.

1.7.4. Each Cadet Force is to develop, publish and maintain Service-specific Diversity and Inclusion policies which should include training and awareness-raising.

1.7.5. Diversity and inclusion in the Cadet Forces will be monitored annually by each of the Cadet Forces reporting as required to the 3* Youth & Cadets Steering Group.

1.8 MOD Policy on Advising Cadets on Careers in the Regular and Reserve Forces

1.8.1. The MOD-sponsored Cadet Forces¹ are voluntary youth organisations, and not part of the Armed Forces, but many ex-cadets go on to join the Regular or Reserve Forces. Results from the Armed Forces Continuous Attitude Survey indicate that a significant proportion of members of the Regular Armed Forces (around 20%) have previously been cadets. The Defence Youth Engagement Review, carried out in 2011, noted that by providing young people with an insight into Service life, those cadets who do go on to choose a career in the Armed Forces are less likely to drop out of initial training, which ultimately saves money for that Service.

¹ The Sea Cadet Corps, the Army Cadet Force, the Air Training Corps and the Combined Cadet Force.

1.8.2. Historically, there has been considerable sensitivity about linking cadets and recruitment because of concerns over the UN Convention on the Rights of the Child (UNCRC) and the UK's report on the Optional Protocol which states that *'the cadet corps are not part of the armed forces and have no operational role; nor are they conduits for entry into the armed forces'*. There has also been some confusion about what is and is not permitted in the extent to which cadets may be encouraged to consider careers in the Regular and Reserve forces.

1.8.3. It is in Defence's interest to ensure that as many young people as possible are aware of the Armed Forces' role in the world and have a favourable impression of how they operate. This background understanding, nurtured by gatekeepers², is important both to wider public support and as the foundation from which to encourage interest in an Armed Forces career. The cadet experience plays an important part in providing an awareness of the Armed Forces in both communities and schools and this experience can often encourage individuals to pursue a career in the military.

1.8.4. It is right that young people should be informed about available career options and opportunities but it is recognised that this approach will be scrutinised by some pressure groups and could be a cause of concern to gatekeepers if seen to be one of overt encouragement. There is also a risk of unintended secondary consequences, for example a negative impact on the current black and minority ethnic (BME) mix of the Cadet Forces, if it is perceived that cadet service leads directly to recruitment into the Armed Forces. Maintaining the existing high levels of trust with the cadets, staff and their guardians is crucial.

1.8.5. Each of the MOD-sponsored Cadet Forces aims to promote awareness of careers in the Regular and Reserve Forces. **MOD policy is that cadets should be made aware of the career opportunities that the Armed Forces (Regular or Reserve) can offer and where a cadet has a clear interest in a future military career, it is perfectly legitimate that they should be helped and guided towards this goal; but there must be no attempt to induce or pressurise cadets to join the Armed Forces.** There is no contradiction between the UNCRC and Optional Protocol and this policy.

1.8.6. Children become aware of a variety of careers from an early age, and it is completely acceptable for cadets to be made aware of career opportunities in the Armed Forces. Exposing children to the opportunities of a military career is very different to using the cadets as a direct conduit into the Forces.

1.8.7. Visits to units, establishments and ships are a well established element of the cadet experience. Recruiters already visit cadet units to talk to senior cadets about opportunities in the Regular and Reserve forces, but it is recognised that more can be done to signpost the offer that the Armed Forces provide.

1.8.8. The key point in any activity aimed at raising cadets' awareness of career opportunities in the Regular and Reserve forces is that the activity giving careers advice must be kept completely separate from recruiting processes. All elements of the recruiting process must take place at a Call Centre, Armed Forces Careers Office (AFCO) or Service Establishment and must not be conducted at cadet units or on cadet premises. Cadets must not be targeted through direct marketing using contact details held on Cadet Force Management Information Systems (i.e. BADER and WESTMINSTER). Cadets who are

² Parents, teachers and Cadet Force Adult Volunteers.

interested in joining the Armed Forces may, however, be directed to means of making contact with recruiters, for example through Forces careers websites and social media.

1.8.9. Regular disruption of or interference in weekday training at unit level (or similar) by Recruiters would be counter-productive and should be discouraged. A more appropriate approach is for Recruiting Groups to visit camps (with the agreement of County Commandants), and give talks on the Armed Forces, often in the evening or as background activity. Ex-cadets who have joined the Armed Forces should also be encouraged to visit their previous cadet units.

1.8.10. To ensure cadets are fully aware of the opportunities available in the Armed Forces, Regular and Reserve units should be fully engaged in supporting local cadet units. In consultation with County Commandants (and equivalents) regionally affiliated Reserve and Regular units should provide support for cadet training at weekend and annual camps. This would be welcome support for the many CFAV who do not have the military competence/credibility required at that level. It is the younger members of the Regular or Reserve Forces who deliver that training who can be the most effective positive role models for experienced cadets of the right age who are inclined towards a military career.

1.8.11. There are already some well established relationships in place between cadet and Regular and Reserve units and it is clear that regional affiliations must be long term and strategic. Local affiliations are helpful in providing cadets and CFAV with a sense of belonging to a wider military community, and many cadets will be influenced by these links to consider a career in the Armed Forces.

MOD-RECOGNISED YOUTH ORGANISATIONS

Volunteer Cadet Corps (VCC)

The Royal Navy provides sponsorship for the Volunteer Cadet Corps (VCC) which started as a means of delivering training and mentoring to the sons of RN Seafarers. Serving members trained individuals in maritime arts and skills, while their fathers were serving at sea.

In terms of cadet experience, the VCC matches more closely the Sea Cadet Corps than the CCF (RN). Of the 5 establishments; HMS Collingwood and HMS Sultan are Naval-themed, and there are VCC units at Lymington, on Whale Island and Stonehouse in Plymouth, which are Royal Marines-associated. The VCC tends to be organised and run by volunteers including serving members of the Royal Navy or Royal Marines.

The VCC is a Cadet sub-section of the RN Youth area, under command of FOST.

RN-Recognised Sea Scouts

Sea scouting in the U.K. began in 1909, one year after the establishment of scouting itself.

During World War I, Sea Scouts performed duties as coastal lookouts and messengers and, in recognition of these deeds, were formally recognised by the Admiralty Board in 1919. This allowed them access to Naval equipment and facilities while remaining independent of any Naval control.

During World War II, the scheme was converted so that Sea Scout groups which showed themselves able to reach certain levels of proficiency could apply for stores and grants to help train young men in basic seamanship before entering military service. The scheme has been running since then, overseen by the Second Sea Lord / Commander-in-Chief Naval Home Command and regulated by a Memorandum of Agreement (MOA) between the MOD and the Scout Association.

Although there are some 425-450 Sea Scout groups throughout the UK, the MOD recognises a maximum of 105 at any one time. In order to remain in the scheme, groups must maintain high standards. Any Sea Scout group can apply for recognition subject to criteria laid down in the MOA.

Unlike the Sea Cadet Corps, Sea Scouts are not supported financially by the MOD, apart from an annual capitation grant to the Scout Association. The driving force behind groups applying for and remaining in the Royal Naval recognition scheme is the kudos and associated pride of being linked with the Royal Navy.

This is a sub-section of the RN Cadets, Universities and Youth area, under command of COMCORE.

Girls' Venture Corps Air Cadets (GVCAC)

The origins of the GVCAC date back to 1940 when the National Association of Training

Corps for Girls was set up by the then Minister of Education, Miss Florence Horsburgh. The Association consisted of three separate Corps: the Girls' Training Corps (GTC), the Women's Junior Air Corps (WJAC) and the Girls' Nautical Training Corps (GNTC). As the names suggest, the GNTC and the WJAC had a nautical and aeronautical bias respectively, while the GTC offered more generalised training. In 1963 the GNTC accepted an invitation to merge with the Sea Cadet Corps and the following year the GTC and WJAC amalgamated to form the Girls' Venture Corps (GVC) – albeit with separate Land and Air wings. In due course, the need for the separate wings was considered unnecessary and the entire organisation adopted RAF blue uniform. In 1987, the words 'Air Cadets' were added to the title. Prior to the mid-eighties, the GVCAC had been a sizeable organisation with units throughout the UK and co-operation between the ATC and the GVC had been good. However, the acceptance of female cadets into the ATC triggered a decline in GVCAC cadet numbers and there are now around 13 units remaining.

The GVCAC's aim is to meet and, where possible, exceed the aspirations of young women by providing an aviation, adventure and travel-based programme of activity. To provide leadership and example to the country's youth and maintain an atmosphere and openness to ensure everyone wanting to join is made welcome.

The ACO provides assistance to the GVCAC at various levels, details of which can be found in GAI 1050.

RAF-Recognised Air Scouts

Air Scouting is about delivering aviation content as part of the balanced programme for all Scout Association members. Additionally, there are 'specialised' Air Scout Troops and Air Explorer Scouts in units throughout the UK which are a branch of Scouting.

Although there are some 120-125 Air Scout groups throughout the UK, the RAF recognises a maximum of 60 at any one time. In order to remain in the scheme, groups must maintain high standards.

No financial support is provided. However, RAF-recognised Air Scouts are permitted access to RAF Stations, equipment and flights in Service aircraft, subject to prior claims of the Service cadet organisations.

[Back to Contents](#)

NON-MOD-SPONSORED CADET UNITS

1. The presentational risks presented by Non MOD-Sponsored Cadet Units (NSCU) has been an issue for the MOD-sponsored CF for some time. The non-sponsored units, for various reasons, have chosen to remain outside the MOD's cadet structure. While they often do good work, the MOD has no oversight over any aspect of their operation or administration. Given the potential reputational risks associated with these units, the MOD's policy towards them is one of 'benign acknowledgement'. That is, Defence acknowledges their existence but provides no material assistance beyond that which a similar non-cadet youth organisation (e.g. Boys' Brigade or Scouts) would receive.
2. NSCUs may have access to the MOD estate, in accordance with JSP 362, in the same way as any other group or organisation, but this use should be limited to Adventurous Training-style activities and facility tours, and must be subject to the normal requirements regarding insurance, etc. NSCUs are not to be permitted to use MOD-controlled ranges for shooting purposes, nor should they be provided with access to Service, including CF, weapons, or perform military fieldcraft-style activities on MOD estate or property.
3. The reasons for this are not because NSCU training may be unsafe in itself but that, given the lack of oversight of the training and qualifications of NSCU adult volunteers and other supervisors, there can be no absolute assurance that all risks have been considered and that risk management to MOD standards is in place. Any unforeseen risk, therefore, could fall to the MOD as having given tacit approval for this training. Given the military nature of these particular training activities, any unforeseen occurrence could result in injury to a Cadet; these activities also provide the highest risk of damage to the MOD's reputation, and it is the duty of the MOD to reduce this risk.
4. Senior officers may be contacted by NSCUs, or by external supporters (for example, MPs (or devolved administration equivalents), local authority representatives or Lord-Lieutenants) seeking support or recognition. These approaches should generally be declined as such support has been used in the past to gain access to MOD facilities and equipment, contrary to paragraph 2 above. If necessary, additional advice may be sought from RF&C Div.
5. NSCUs are referred to in 2010DIN05-009.

APPOINTMENTS HELD BY MEMBERS OF THE ROYAL FAMILY IN THE MOD-SPONSORED CADET FORCES

Sea Cadet Corps

Admiral of the SCC - HRH the Duke of York [from 11 May 92]

Combined Cadet Force

Captain General – HM the Queen [from 2 Jun 53]

Army Cadet Force

Colonel-in-Chief – HRH Prince Philip Duke of Edinburgh [from 15 Jan 53]

RAF Air Cadets

Honorary Air Commandant – HRH The Duchess of Cambridge [from 16 Dec 15]

In addition, HM The Queen is Patron of the Marine Society and Sea Cadets (MSSC) and of the Army Cadet Force Association (ACFA).

[Back to Contents](#)

FORM OF INDEMNITY BETWEEN THE MINISTRY OF DEFENCE AND MOD-SPONSORED CADET FORCES

The MOD sponsors four Cadet Organisations: the Sea Cadet Corps, the Combined Cadet Force, the Army Cadet Force and the Air Training Corps (hereafter referred to as the MOD-sponsored Cadet Forces).

The MOD hereby undertakes to fully and effectively indemnify MOD- Sponsored Cadet Forces, the Cadets, Adult Volunteers, Uniformed Volunteer Staff, Civilian Instructors and employees of the Cadet Forces or MOD, against all liabilities, claims, actions, proceedings, demands, costs, charges or expenses which may be incurred in respect of sickness or personal injury (including injury resulting in death) or loss of or damage to property by reason of or arising out of any negligent act or omission by, or on the part of a Cadet, Adult Volunteer, Uniformed Volunteer Staff, Civilian Instructor and employee of the Sponsored Cadet Forces or MOD while in the course of Authorised Activities.

The MOD will accept liability for loss or damage to publicly-owned property and equipment procured using public funds.

Directorate of Judicial Engagement Policy
Common Law Claims & Policy

[Back to Contents](#)

2 Organisation, Policy and Governance

2.1 Organisation

2.1.1. The Reserve Forces and Cadets Division (RF&C) is the MOD's central point of contact (POC) and the MOD policy directorate for tri-Service cadet matters. It is responsible for top-level policy on matters concerning the CF. However, implementation of that policy is managed through the individual s-Svcs' chain of command. The MOD sponsors the CF and provides some financial aid, administered by the respective s-Svcs.

2.2 Reserve Forces and Cadets Division Youth & Cadets

2.2.1. ACDS(R&C) is the central focus for MOD Youth and Cadet policy and is directed by VCDS through CDP to maintain close links with the Cadet Associations, the Council of RFCAs and to provide direction for those aspects of the CF where the RFCAs act as the MOD's agents. RF&C Div Y&C is tasked to undertake the following in relation to Youth and Cadet activities:

- a. Developing tri-Service cadet policy.
- b. Contributing to joined-up Government and providing support to wider cross-Government initiatives in youth policy.
- c. Supporting Ministers and senior military staff within MOD on Youth & Cadet matters.
- d. Providing a secretariat function for the YCC, 3* and 1* Youth & Cadet Steering Groups (YCSG).
- e. Disseminating policy and monitoring its implementation.
- f. Promoting an awareness of cadets throughout MOD and the Armed Forces.
- g. Encouraging the efficient use of resources.

2.2.2. In carrying out these tasks, RF&C Div draws on the authority of VCDS and Min(Reserves) through CDP and ACDS(R&C). RF&C examines MOD Policy, EU and Government regulations and other legislative issues that affect cadet and MOD youth activities and promulgates policy whenever it needs to be adjusted to reflect the needs and concerns of the management of young people. S-Svc cadet and youth policies should conform to Defence Policy and, where derogations are required to meet unique s-Svcs' circumstances, these should be agreed with RF&C or higher depending on the level of the issue. Policy is disseminated directly to s-Svc Cadet Headquarters. Once policy is disseminated, RF&C Div has an assurance interest in its implementation, but the verification role in implementation lies with the s-Svcs' TLBs and CF HQs.

2.2.3. To ensure RF&C Div does not work in isolation, policy is developed and agreed through a process of consultation to ensure the views of the s-Svcs and Cadet Associations are taken into account, and any inconsistencies are removed wherever practicable. To formally manage the consultation process, a tiered committee structure is

in place to bring together all the stakeholders from across Defence and the wider community. This structure is explained more fully in the following paragraphs.

2.3 Tri-Service Cadet Forums

2.3.1. Overarching governance of, and direction to, the Cadet Movement is provided through the Youth and Cadet Council, 3* and 1* Youth and Cadet Steering Groups (YCSG). Additionally, the Council of the Marine Society & Sea Cadets (MSSC)³ meets quarterly, chaired by the MSSC Chairman and accountable for delivering the objects of the charity. The Army has the 2* Army Cadet Executive Group (ACEG), chaired by GOC UK HQ RC, and the RAF has the Air Cadet Council, chaired by CAS and the Air Cadet Council Steering Group, chaired by AMP&C. Each group sits twice a year and focuses on its s-Svc Youth and Cadet agenda.

2.3.2. The principal high level committees are listed below, and in more detail at Annex A of this chapter.

a. **The MOD Youth and Cadet Council (YCC).** The YCC, which meets once each year, is chaired by Min(Reserves) and provides executive oversight and governance of Defence Strategy and Policy on youth and cadet issues.

b. **The 3* Youth and Cadet Steering Group (3*YCSG).** The 3* YCSG, which meets twice each year, is a three-star level forum providing direction and guidance on tri-Service youth and cadet matters. It is chaired by the Chief of Defence People (CDP).

c. **The 1* Youth and Cadet Steering Group (1*YCSG).** The 1* YCSG, which meets three times each year, is a one-star level forum which shapes strategy and policy, and manages delivery of tri-Service youth and cadet matters. It is chaired by RF&C Head of Youth and Cadets.

In addition, to these high-level committees, there are some lower-level working groups which discuss youth and cadets issues and help formulate tri-Service youth and cadet policy.

2.4 S-Svc Cadet Headquarters

2.4.1. S-Svc policy matters, and the organisation, training and administration of individual CF and individual Service sections of the CCF, are the responsibility of the Service concerned. These responsibilities are discharged by the staffs of COMCORE, GOC HQ RC and Commandant Air Cadets (Comdt AC).

2.4.2 **Commodore Core Naval Training and Recruiting (Cadets, Universities and Youth).**

a. **Sea Cadet Corps (SCC).** The Sea Cadets, part of the Marine Society & Sea Cadets (MSSC), is managed by a Headquarters staff under the responsibility of a Chief Executive Officer who acts on behalf of the MSSC Council to realise the

³ The Marine Society & Sea Cadets (MSSC) is an independent charity which runs the Sea Cadets in the UK. The MSSC Council comprises the Trustees of the MSSC and the Chair of the Trustees. The Council invites the senior RN officer responsible for naval recruitment and reserves to attend Council meetings but not vote.

vision and strategy of MSSC and the Sea Cadets. It is based in the MSSC HQ in London. The MSSC is staffed mainly by employees of the MSSC, with a serving Captain Royal Navy and a Colour Sergeant Royal Marines seconded on loan service. The Captain Sea Cadets (CSC) is directly accountable to COMCORE, and functionally accountable to the Chief Executive Officer of the MSSC, for all aspects of the Sea Cadets. Accountable to CSC are 6 Area Officers, who are FTRS Royal Navy Commanders or Lieutenant Colonels Royal Marines, on loan service, who lead each of their geographical areas. Each Area has a small staff of MSSC employees who, with SCC HQ, are principally to enable the achievement of the MSSC vision and strategy and help deliver the best possible start in life for the Sea Cadets. Areas are subdivided into Districts, headed by District Officers (DOs), uniformed CFAV, who assist the Area staff to manage the Units within their Districts. Each Unit is an independent registered charity in its own right, which is recognised as belonging to the Sea Cadets by virtue of its affiliation with the MSSC. As independent charities, the Units are managed by Unit Management Committees (UMCs), who are legally accountable to the Charities Commission.

b. **Combined Cadet Force (CCF) (RN/RM).** RN and RM sections in the CCF are administered by COMCORE CUY. Policy matters for the cadets are decided by SO1 CCF and administrative matters by SO2 CCF(RN) and SO3 RM. Other officers are responsible for Training, Boats and Course Administration. The CCF (RN) Area Instructors (AIs) come under the command of HQ CCF (RN) and are administered by the Assistant SO CCF. There is also a Royal Marines Training Team (RMTT) which covers the schools with CCF (RM) detachments.

2.4.3. **Headquarters Personnel and Support Command - Aldershot.**

a. **Army Cadet Force (ACF).** The ACF is under command of Commander Personnel and Support Command (PSC) who exercises his authority through the normal chain of command. GOC HQ Regional Command (HQ RC) (as Commander Cadets) is responsible for the delivery of the ACF and is supported by HQ RC Cadets Branch in this role. GOC HQ RC chairs the Army Cadet Executive Group (ACEG) to set policy and procedures for the Army's Cadets. For Cadet matters, GOC HQ RC commands the 57 ACF counties through the Regional Point of Contact (RpoC) Brigades and Commander London District. HQ RC also has responsibility for the Cadet Training Centre (CTC) at Frimley Park and its sub-units (the Cadet Centre for Adventurous Training (CCAT) at Capel Curig and the Cadet Forces Signals School at Blandford Forum), which deliver adult and cadet training in leadership and technical skills. RpoC Brigade Commanders and GOC London District are responsible for between 2 and 9 ACF counties, depending on location, and are in turn supported by a CF focal point in each HQ, as well as Cadet Training Teams (CTTs) which contain Training Safety Advisers (TSAs).

b. **CCF.** HQ RC assumed authority for the CCF from RF&C in September 2014, and has day-to-day responsibility for CCF administration and organisational support. Matters of tri-service policy delivery are decided at the CCF Executive Committee (CCF ExCom). Each CCF (Army Section) is administered by the Army Formation (Fmn) HQ. The Army also administers the School Staff Instructors at each CCF school.

2.4.4. **HQ Air Cadets - RAF Cranwell.** The Air Cadet Organisation (ACO) is commanded by a serving Air Commodore (Comdt AC) and comprises two distinct

elements: the ATC and the CCF(RAF). Central services, including an Adult Training Facility, are provided by HQ Air Cadets. There are Air Cadet Adventurous Training Centres at Windermere and Llanbedr. Powered flying and gliding are provided by Air Experience Flights (AEF), the Central Gliding School and Volunteer Gliding Squadrons (VGS) at various locations throughout the UK. The ATC comprises squadrons and detached flights grouped geographically as 34 wings and 6 regions. The line management of the CCF (RAF) permanent staff is administered by the ACO. However, the functional control of the CCF (RAF) is under the direction of GOC Regional Command. The CCF (RAF) Sections within schools are grouped geographically into 6 Areas; these are not the same as the ATC regions. Each Area has a Training Evaluation and Support Team (TEST) officer and (normally) 3 TEST SNCOs providing support to the 30-35 schools in their area. The TEST teams are under command of Wg Cdr CCF who is located in HQ Air Cadets. Each CCF (RAF) Section and each ATC Sqn is parented by a Regular RAF Station.

2.5 Affiliations of Cadet Forces and Units Overseas

2.5.1. Every CF unit or section of the CCF is to be affiliated, where possible, to a unit of its Regular or Reserve Service. The aim of these affiliations is to provide a link with the Service to stimulate interest among the cadets, and to give assistance with training. Affiliation arrangements differ between the Services and details are to be found in the s-Svc manuals.

2.5.2. Units Overseas.

- a. The SCC has 2 units overseas; Malta and Bermuda, whose status and special arrangements are described in the MOU between MOD and MSSC.
- b. The CCF and ACF have no units overseas.
- c. The ACO has 2 units overseas; Cyprus and Gibraltar. These units are governed by a designated Wing Headquarters within the UK, and, therefore, come under the direct command of the HQ Air Cadets. The membership of the ATC squadron in Cyprus is limited to British Citizens. In the case of the Gibraltar squadron, Gibraltar children who qualify for British citizenship are entitled to enrol.

2.6 External Supporting Bodies

2.6.1. **Reserve Forces' and Cadets' Associations (RFCAs).** The Reserve Forces' and Cadets' Associations (RFCAs) are statutory autonomous bodies established under Part XI of the Reserve Forces Acts 1996 (RFA 96). Across the UK, 13 RFCAs have been established, based on the Nations and Regions (the exception being in Scotland, where two RFCAs have been set up). Each RFCA is a body with Crown Status and has its own Scheme of Constitution drawn up by the Defence Council under the authority of this Act of Parliament. The RFCAs have statutory powers and assigned responsibilities connected with the organisation and administration of the Army Reserve and the ACF and, to a lesser extent, with other Reserve and CF. RFCAs have particular responsibility for providing and maintaining accommodation, facilities, equipment and transport. The voluntary membership of the Associations amounts to some 8000 individuals who provide advice and pro bono support to the Reserve and CF as well as acting as a conduit for the passage of information between Defence, civic bodies, employers and the population in

general. The Council of RFCAs is also established under the provisions of RFA 96 and provides a strategic level interface between Defence customers and the Associations.

2.6.2. **Marine Society and Sea Cadets (MSSC).** The MSSC is the parent charity of Sea Cadets. The relationship between the MOD and MSSC is described in a Memorandum of Understanding (MOU). This details the accountability and support relationships between both parties and the overarching principles under which Sea Cadets is a part of and managed by the MSSC, and supported by MOD.

2.6.3. **Combined Cadet Force Association (CCFA).** The CCFA is a registered charity dedicated to promoting the aims and ideals of the CCF as a youth organisation. CCFA is recognised by the MOD and the Head Teachers' organisations to carry out the functions detailed in JSP 313 (the Combined cadet Force Manual). Membership of the Association is open to both contingents and individuals with control of the Association's programme being governed by an annually elected Council consisting of serving or former contingent commanders representing all contingents on a regional or county basis.

2.6.4. **Army Cadet Force Association (ACFA).** The ACFA is a registered charity which aims to enhance the cadet experience in the ACF and promote the role of ACF adult volunteers by providing advice and assistance on cadet matters to the MOD and the Army's chain of command. Its role is to provide a programme of well organised, non-military themed activities and opportunities which complement the Army Proficiency Certificate, in accordance with the ACF Charter and to provide advice and support the adult volunteers, cadets and the parents of cadets. It also provides insurance for those areas outside MOD liability, as well as national marketing and communications support for recruiting cadets and adult volunteers. The ACFA's programme is governed by a Council consisting of serving or former commandants representing all parts of the ACF.

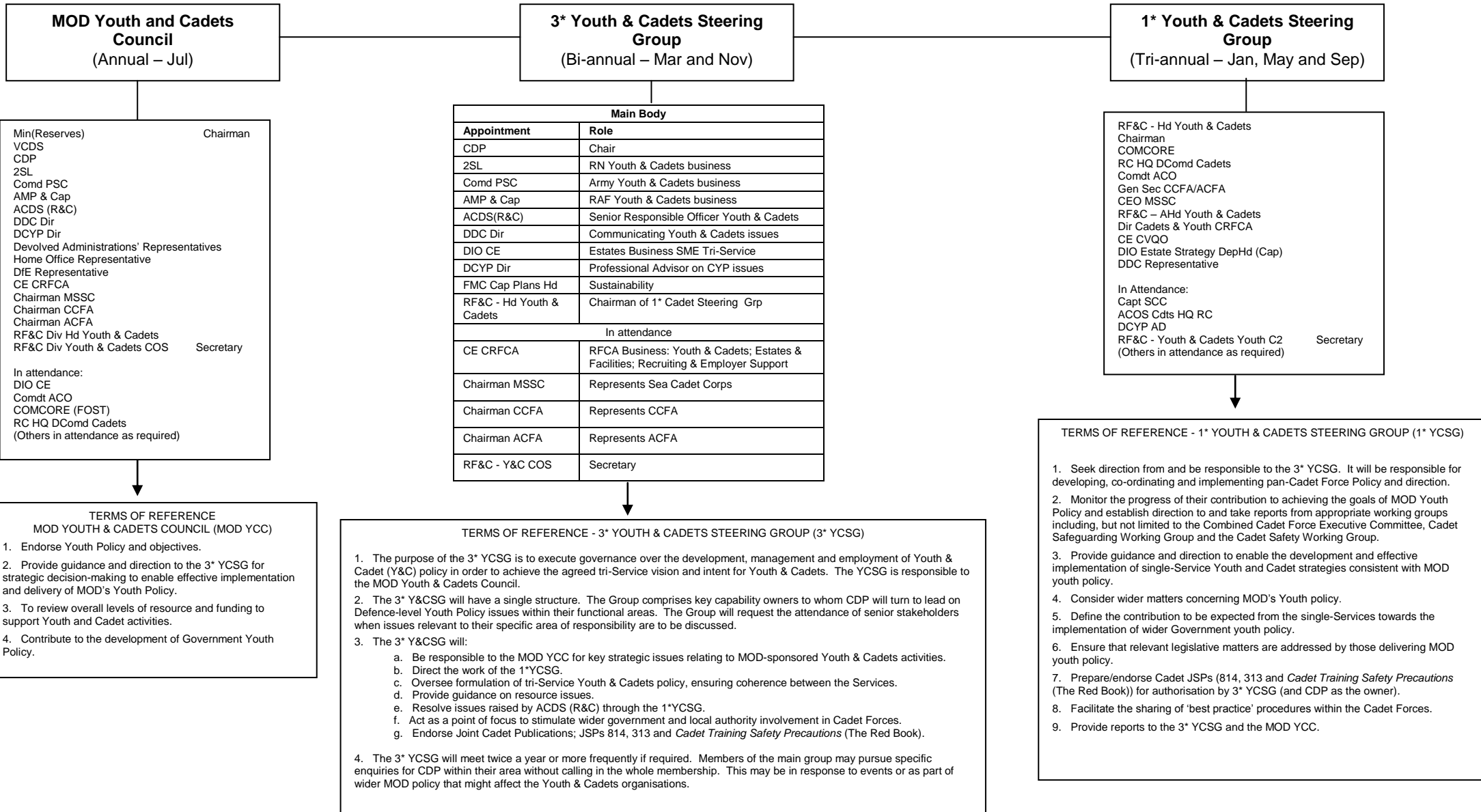
2.6.5. **The Council for Cadet Rifle Shooting (CCRS).** The objectives of the CCRS are:

- a. To provide a central body which can speak with authority on all cadet shooting matters on behalf of UK cadet organisations.
- b. To organise shooting events and competitions that may be delegated to it by its constituent organisations.
- c. To liaise in shooting matters between UK cadet organisations and their counterparts overseas.

2.6.6. **Cadet Vocational Qualifications Organisation (CVQO).** CVQO is a registered charity that offers a broad range of vocational qualifications designed to recognise the work undertaken by young people and adult volunteers in youth organisations. Participants can gain a qualification that validates what they have learned and increases opportunities to progress to further education or employment. Details of the courses which CVQO offers are shown at 15.16.

[Back to Contents](#)

PRINCIPAL HIGH-LEVEL CADET FORUMS



3 Unit Organisation

3.1 Unit Organisation

3.1.1. Because unit organisation in each CF is likely to reflect the structure of its parent service and its training syllabus, it is the responsibility of each single Service to ensure that unit organisations are laid out clearly in CF publications, showing clear lines of governance and responsibility.

3.2 Manning Strengths and CFAV to Cadet Ratios

3.2.1. **General.** Units within the different CF differ in size and, therefore, manning requirements also differ. Details on the number of cadets and CFAV allowed per unit are available from the respective headquarters. Cadet Force Headquarters are to ensure that, as a minimum, the guidelines below are followed when establishing posts in cadet units to ensure that cadets can be supervised adequately.

3.2.2. **CFAV to Cadet Ratios during Non-Adventurous Training Activities.** In any group, there should be at least two supervising adult staff present. If the group is of mixed gender, the supervising staff should also, where possible, include both male and female staff members. For residential activities involving groups of mixed gender, there must be at least one male and one female CFAV present. Where there are single sex units, there is no requirement to have staff of the opposite gender present.

3.2.3. The following ratio for staff to cadets is recommended, in accordance with NSPCC guidelines:

For 9 to 12 year old cadets – Minimum of 1:8 (with a minimum of 2 staff present)

For 13 to 18 year old cadets - Minimum of 1:10 (with a minimum of 2 staff present) for all external activities that are not subject to a higher ratio for example, shooting.

3.2.4. These guidelines are minimum requirements only. Risk assessment may indicate the need for more staff than the minimum to ensure safety. It is important to think about the needs of the cadets in the group, the activities they are going to be doing and the environment where the activities will take place. Factors to be considered include:

- Age of cadets
- Number of cadets involved
- Cadets with special or medical needs (requires a higher staff to cadet ratio)
- Previous experience of cadets taking part in the activity
- Degree of responsibility and discipline of the group
- Type and nature of activity
- Level of risk
- Location and travel arrangements
- Time of year
- Experience levels of staff
- Requirements of place to be visited
- First Aid cover

- School Policy (where appropriate)

3.3 Matrix of Responsibility

3.3.1. Any matrix of responsibility produced by the CF is to be published only after consultation with RF&C and other named organisations which are assigned responsibilities on it. These can be found in the relevant CF publications.

3.4 Inspection Procedures

3.4.1. Each Cadet Unit is to be inspected for compliance with CF standards by an appropriate person appointed by the respective Cadet Headquarters.

3.4.2. The aim, frequency and nature of the inspection are to be laid down in CF publications. However, it is a mandatory requirement that as part of the inspection, Inspecting Officers ensure that training conforms to the MOD SHEF Statement, and that buildings conform to national health and safety standards.

3.5 Opening and Closing of Units

3.5.1. Policies and procedures for opening and closing of units are to be contained in the relevant s-Svc CF publications.

3.5.2. CF HQ are to have processes in place to deal with poorly-performing units.

[Back to Contents](#)

4 Eligibility and Conditions of Service for Cadet Force Adult Volunteers

4.1 Eligibility Criteria

4.1.1. **General.** Each CF has various categories of CFAV, and further details of these can be found in the respective CF publications. However, the following policy applies to all CFAV.

4.1.2. The MOD does not discriminate on the grounds of disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. However, in its role as having a duty of care to the people within the CF, there are certain regulations to be followed as detailed below.

4.1.3. **Nationality restrictions for commissioned CFAV.** There are no nationality restrictions on applicants to be commissioned CFAV in the CCF(Army) and the ACF, provided the candidate has been resident in the UK for at least five years. However, for the CCF(RAF) and the ATC, the following restrictions apply:

- a. At all times since birth an applicant must have been a Commonwealth citizen or citizen of the Republic of Ireland.
- b. Applicants must have been born in either a country or territory which is (or then was) within the Commonwealth or the Republic of Ireland.
- c. Each parent must have been born in such a country or territory or in the Republic of Ireland and has always been or (if dead) always was a Commonwealth citizen, or a citizen of the Republic of Ireland.

All the above conditions are to be adhered to; however; in certain circumstances the above conditions may be relaxed or waived in accordance with s-Svc regulations.

4.1.4. **Nationality restrictions for non-commissioned CFAV.** There are no specific nationality requirements for non commissioned CFAV into the CF as long as the applicant has the right of abode and to work in the UK.

4.1.5. **Enhanced Disclosure and Barring List.** All CFAV must successfully undergo an Enhanced Disclosure and Barring List check (or equivalent for Scotland and Northern Ireland), and gain a disclosure that is acceptable, in order to verify their suitability to work with children.

4.1.6. **Security Clearance.** The table below shows the varying levels of clearance required for each CF to allow access to establishments and the use of arms and ammunition. Descriptions on the levels of clearance can be found at Annex A to this chapter.

Cadet Force	Current minimum security checks in the CF	Comments
SCC	All* - Baseline Personnel Security Standard (BPSS) All uniformed personnel wishing to apply for a CFAV ID card and those involved with armouries – Security Check (SC)	1. *Civilian Instructors and supporting staff (non-uniformed personnel) do not go through a formal BPSS process. They have their identities checked to BPSS criteria. 2. The RN requires all uniformed CFAV to be SC cleared in order to hold an ID Card or hold the position of armoury controller.
CCF (RN & RM)	All personnel (NB – all personnel are uniformed) - SC	1. CCF(RN) and CCF(RM) staff who have been appointed on or after 01 April 2004 are required to be cleared to SC for the purposes of ID card issue. Those appointed prior to this date were awarded 'grandfather' rights for the purposes of ID Card issue but were subject to SC clearance if they had access to weapons or ammunition.
ACF CCF(Army)	All* - BPSS Officers - SC Those involved with arms and ammunition - SC	* Adult Instructors (non-commissioned ranks), civilian instructors and supporting staff.
ATC	All* - BPSS Those involved in Shooting Disciplines – SC	* All CFAV (Officers and non-commissioned ranks), civilian instructors and supporting staff.
CCF (RAF)	All* - BPSS Officers – SC Those involved with arms and ammo - SC	*Adult Instructors (non-commissioned ranks), civilian instructors and supporting staff.

4.1.7. **Access to Weapons, Ammunition or Explosives.** Personnel whose duties involve unsupervised access to weapons, ammunition or explosives are to be SC cleared.

4.1.8. **Age.** The table below shows the current lower and upper age limits for each CF. If CFAV are required to obtain private insurance to continue their CF duties (after a specified age) then CF publications are to clearly define when this is required. For some specific roles the lower age limit may be higher because of Service requirements.

Cadet Force	Lower age limit for CFAV	Upper age limit for CFAV
Sea Cadet Corps	18 years	No upper age limit – those aged 80 and over are offered separate insurance arrangements, subject to their continued eligibility, capability and fitness.
Combined Cadet Force	18 years	Annual review beyond 65 years ⁴
Army Cadet Force	18 years	Annual review beyond 65 years ⁴
Air Training Corps	18 years (20 for most)	Annual review beyond 65 years ⁴

4.1.9. **Dual Appointments.** CFAV may serve in more than one CF at the same time providing the Commanding Officers of the units are aware and in agreement.

4.1.10. **Regular Forces.** Regular Armed Forces personnel may not be enrolled as CFAV, although they may help at cadet units as ‘Service Helpers’ or similar.

4.1.11. **Reserve Forces.** Reserve Forces personnel may be enrolled as CFAV in addition to their Reserve commitment. However, WOs, NCOs and other ranks serving in the Reserve Forces are **not** permitted to hold a commissioned appointment in the CF. The implications of this are that an individual cannot serve as a commissioned or appointed officer in one organisation and hold a non-commissioned appointment in another. Instead of enrolling as CFAV, members of the Reserve Forces may help Cadet Forces as Service Helpers in their reservist rank.

4.2 Application Procedures

4.2.1. Application procedures for CFAV can be found in the respective CF publications.

4.3 Commissions

4.3.1. Officers of the SCC and CCF (RN/RM) are not commissioned but are appointed to the appropriate SCC or CCF lists of the Royal Naval Reserve (RNR) or Royal Marine Reserve (RMR), for duty outside the MOD, with the SCC Unit or CCF Contingent at their school or college. Appointments are promulgated in Section 6 of the Navy List.

4.3.2. Officers of the ACF and CCF(Army) are commissioned into the Army Reserve General List Section B and are subject to Service law when on training and other duties. They must comply with the Army’s values and standards and are subject Administrative Action (under AGAI 67) at all times. Full details for commissions can be found in AC14955 - Army Reserve Regulations 1978.

4.3.3. Officers of the ATC and CCF(RAF) are commissioned into the Royal Air Force Volunteer Reserve (Training Branch) (RAFVR(T)). Full details can be found in AP1919 and ACP 20.

⁴ Commissioned CFAV (ACF, ATC and CCF(Army and RAF)) – currently have age restrictions in accordance with their respective reservist regulations but may continue as non-commissioned members, civilian instructors or civilian assistants, depending on which CF they belong to.

4.4 Medical Standards and Fitness

4.4.1. See Chapter 12 Section 1.

4.5 Maternity Policy

4.5.1. Being pregnant or a new mother does not prevent a CFAV from continuing in her role. However, health and safety considerations must be considered. Pregnant CFAV may be permitted to continue participating in cadet activities provided any identified risks to their own or their child's health are mitigated as low as reasonably practicable. In the interest of health and safety, a female CFAV should notify her Commanding Officer or equivalent of her pregnancy so the appropriate procedures can be followed. While a period of agreed absence may be taken, after such a period she may resume her CFAV role after the end of her pregnancy if she wishes. If she returns within 6 months or is breastfeeding a further risk assessment is required.

4.6 Changes in Personal Circumstances

4.6.1. **Reporting.** In order to fulfil the duty of care to Cadets and CFAVs, and to be in the best interests of individuals, it is essential that all personal records are up to date. CFAVs are, therefore, to report any change of circumstances, including those listed below, to their unit headquarters without delay:

- a. Change of Next of Kin or Emergency Contact details.
- b. Change of Address.
- c. Change of contact telephone number(s).
- d. Change of Employment.
- e. Criminal Offences, including alleged offences for which investigations are being conducted or proceedings are pending.
- f. Any conviction arising from a criminal offence.

4.7 Call-Out Liability

4.7.1. Officers who hold commissions in the CF, and other CFAV, are not liable to call-out in respect of their being members of the CF. However, if CFAV are on Reserve Lists from previous full-time military service in the Armed Forces or hold additional commissions – in the RNR, RMR, Army Reserve or RAuxAF, for example, they retain their call-out liability in that capacity.

4.8 Transfers, Retirements, Resignations, Suspensions, Relinquishments and Termination of Service

4.8.1. **General.** Regulations regarding conditions of membership of CFAV in the CF vary for each CF, as do the administrative procedures for effecting resignations, suspensions, relinquishments, terminations, retirements and transfers. The following, however, outline the minimum requirements laid down by MOD.

- a. **Resignations.** CFAV are to submit their resignation in writing through their chain of command, stating their reasons for wishing to resign.

- b. **Relinquishment.** A commissioned CFAV will normally relinquish their commission on completion of tenure of appointment or on the lapsing of their appointment if they are not accepted for another appointment.
- c. **Suspensions.** If administrative or disciplinary action is being considered, it may be necessary to suspend without prejudice the CFAV from all cadet activities and to withdraw their access to management information systems until the outcome of the case is known.
- d. **Termination.** Before terminating membership, units are to ensure that warnings given to individuals about their suitability to remain in the CF under question are given both from the appropriate level and in the appropriate manner (i.e. discretionary oral warnings and mandatory written warnings). Individuals are also to be advised of the area of concern, and given the chance to improve or answer any concerns the unit may have before termination of membership is effected in accordance with S-Svc regulations. In the case of gross misconduct, the termination could be immediate with a written explanation in due course.
- e. **Retirement.** CFAV will usually retire at the stated retirement age, unless they request through s-Svc chains of command and are accepted by them to extend their service. Any approved extension beyond the stated retirement age should be granted one year at a time and is subject to the health and fitness of the applicant being deemed to be of satisfactory standard.
- f. **Transfers.** Applications for transfers are to be initiated by the Commanding Officer of the unit which the CFAV is leaving. They are also subject to the approval of the Commanding Officer of the receiving unit. CFAV may transfer to another Cadet Force of their Service with the agreement of the receiving Cadet Force authority. However, provided the relevant authorities approve, it is permitted for a CFAV to serve with both CF within a Service.

[Back to Contents](#)

SECURITY CLEARANCES

1. There are 3 levels of security clearances that apply to CFAV:
 - a. **Baseline Personnel Security Standard (BPSS)**. This is the range of pre-employment checks to be carried out to obtain an appropriate degree of assurance about the identity, nationality, employment history and integrity of individuals. It is not a security clearance, but underpins any subsequent security clearance.
 - b. **Counter Terrorist Check (CTC)**. The Counter Terrorist Check (CTC) is a security clearance. CTC clearance allows holders to have access to information or material assessed to be of value to terrorists and be granted unescorted access to particular establishments judged to be of particular risk from terrorist attack. Misuse of this information or access privileges, accidental or otherwise, may constitute a criminal offence and/or put others at risk.
 - c. **Security Check (SC)**. SC clearance allows individuals to have access to sensitive assets, the compromise of which, accidental or otherwise, may constitute a criminal offence. SC consists of the following parts:
 - i. Baseline Personnel Security Standard (BPSS)
 - ii. Completion of the Security Questionnaire
 - iii. Departmental records check
 - iv. Criminal records check
 - v. Security Service records check
 - vi. Credit reference agency check
2. Personnel who are in CTC or SC roles have a responsibility to notify their line manager and the local security unit (where relevant through completing a Change of Personal Circumstances form) if, following the granting of their clearance, they:
 - Marry, or form a Civil Partnership
 - Divorce, or dissolve a Civil Partnership
 - Have a change of partner (with whom they live as a couple)
 - Receive a Police caution, reprimand or final warning; are arrested or refused bail or are convicted of an offence (other than minor road traffic offences)
 - Are subject to any type of insolvency proceedings, court repayment plan; or experience financial difficulties.

[Back to Contents](#)

5 Eligibility and Conditions of Membership for Cadets

5.1 Eligibility Criteria

5.1.1. **General.** The CF promote equal opportunities and are open to all young people regardless of disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Children with disabilities or chronic conditions within the scope of the Disability Discrimination Act 1995 may join within the bounds of safety to themselves and others. CFAV will not be able to provide special supervision of young people requiring constant care, so parents or guardians will be responsible for providing any additional carers needed. A medical certificate from a GP may be required to confirm a cadet’s suitability to join the CF.

5.1.2. **Concurrent Membership.** Cadets may be members of more than one CF at the same time provided the Commanding Officers of the units are aware, agree, and that it is not at the expense of young people on a waiting list.

5.1.3. **Reserve Forces.** Cadets may not serve simultaneously as adult members of the Reserve forces.

5.1.4. **Age.** The table below shows the upper and lower age limits for each CF.

Cadet Force	Lower age limit for Cadets	Upper age limit for Cadets
Junior Sea Cadets	10 years	12 th birthday
Sea Cadet Corps	12 years (13 for Royal Marines Cadets)	18 th birthday
Combined Cadet Force	Year 8 ⁵ or later at the discretion of the Head, noting specific restrictions may apply for individual sections	To the end of the summer holiday of their final year of school.
Army Cadet Force	12 years and in Year 8 ⁵	18 th birthday (exception is cadets aged 17 years or over on 1 Sep 15 who may continue until they reach 18 years 9 months).
Air Training Corps	12 years and in Year 8 in England and Wales, Year S2 in Scotland and Year 9 in Northern Ireland	20 th birthday

⁵ Or S2 in Scotland

5.2 Parent/Guardian Consent Forms

5.2.1 **General.** Before a potential cadet can be considered to be a member of the CF, signed consent is to be obtained from his or her parent or guardian in accordance with s-Svc policies and procedures. Additionally, a medical consent form must be completed listing any known medical conditions or disabilities. This information will be treated confidentially as 'Official Sensitive - Personal' but is necessary to help ensure the safety of the individual and other cadets, and to assist in any medical emergency which may arise.

5.2.2. **Adventurous Activities.** A parental certificate must also be completed before a cadet takes part in any adventurous or challenge activity as defined in Chapter 15 to aid in risk assessment. The certificate should ask for a statement of any relevant medical conditions and medication being taken by the cadet.

5.3 Medical Standards & Fitness

5.3.1. See Chapter 12 Section 2.

5.4 Maternity Policy

5.4.1. Being pregnant or a new mother does not prevent a cadet from continuing in her CF activities. However, health and safety considerations must be considered appropriately. Therefore, pregnant cadets may continue to take part in cadet activities when identified risks to their own or their child's safety have been mitigated as low as reasonably practicable. In the interests of health and safety, a female cadet should notify her commanding officer or equivalent of her pregnancy so the appropriate procedures can be followed. While a period of authorised absence may be taken, after such period the cadet may return if she wishes. If she returns within 6 months or is breastfeeding, a further risk assessment is needed.

5.5 Study Leave, Transfers and Termination of Membership

5.5.1. **Study Leave.** Cadets may request appropriate leave of absence to study for national examinations (e.g. GCSE or A Level and equivalents) without risking loss of rank or position. Cadets should apply in writing and should be recorded as 'active' for funding purposes.

5.5.2. **Transfers.** Cadets may transfer between units and between CF subject to the agreement of all parties and there being availability in the new unit.

5.5.3. **Termination.** A cadet will cease to be a member of the CF in any of the following circumstances:

- a. At his or her own request.
- b. When reaching the upper age limit.
- c. When joining the Armed Forces for full-time service.
- d. When joining the Reserve Forces.
- e. For non-attendance, without good reason, for an extended period (to be determined by the individual CF).

f. When dismissed for serious misconduct after investigation. (It is essential that the correct CF procedures are carried out when considering dismissing a cadet for serious misconduct. These include notifying the parent or guardian of a cadet under the age of 18 in writing beforehand and giving the cadet and the parent or guardian the opportunity to refute any allegations).

6 Safeguarding Children

References:

JSP 763 – The MOD bullying and harassment complaints procedures

JSP 834 – Safeguarding Children

JSP 893 – Policy on Safeguarding Vulnerable groups

6.1 Safeguarding Policy

6.1.1. It is paramount that all adults involved with the MOD-Sponsored CF activity, understand and discharge their responsibilities to safeguard the moral, psychological and physical welfare of children regardless of disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, by protecting them from any form of physical, emotional and sexual abuse or neglect.

6.1.2. All children and young people have the right to protection from all forms of abuse and harm when engaged in Cadet Force activities and when in contact with members of the MOD-sponsored CF. All adult members of staff, therefore, have a duty of care, which makes them responsible both for safeguarding children and young people in their care from abuse and harm and for responding swiftly and appropriately when suspicions or allegations of inappropriate behaviour arise; this applies to all cadets and not just cadets under their immediate control.

6.1.3. Relationships between young people are inevitable, but they must not impact on CF activities. Relationships between CFAV and cadets, while not necessarily illegal, are considered inappropriate in almost every case. The key issue is whether they breach the 'Service Test' of affecting the CF adversely.

6.1.4. The MOD aims to ensure that all cadets are kept safe from harm while they are in its care by:

- a. Providing parents, guardians and carers with information about what we do and what they can expect from us.
- b. Making sure that all adult members of staff are selected carefully and given training appropriate to their supervisory roles.
- c. Providing a means for cadets and parents, guardians and carers to report their concerns if there is anything they are not happy about.
- d. Asking parents, guardians and carers to provide relevant medical information and consent for those activities that require it.

6.1.5. The MOD also aims to protect volunteers and staff by:

- a. Establishing rules for an appropriate balance of male and female adult supervisors in relation to the gender of cadets.
- b. Establishing the correct ratios of adults to cadets for best practice.

c. Ensuring, where possible, that a single adult is not alone with any cadet for any length of time, or placed in situations where their conduct can be misconstrued.

d. Ensuring that only those adults who are properly cleared and appointed have regular unsupervised access to cadets.

6.1.6. CF HQs are to have in place a Safeguarding policy that is consistent with JSP 893 and JSP 834.

6.2 MOD Children and Young People's Board

6.2.1. The MOD Children and Young People's Board provides the Executive level leadership, vision and strategic direction to ensure that all Service children and young people have the opportunity to achieve the best possible outcomes in line with expectations set out in the 2004 Children Act and the 2008 National Children's Plan (or equivalent in the devolved administrations).

6.2.2. The Role of the MOD Children and Young People's Board is:

a. To develop an overarching Children and Young People's Plan for Service children and young people, that identifies key priorities for action based upon a robust, evidence-based audit of current performance and needs and is refreshed on an annual basis. It should be noted that it will take some time to collect the full evidence base.

b. To oversee, support and challenge the work of the MOD Executive Safeguarding Board to ensure the appropriate safeguarding processes are in place and which in turn help to ensure the safety and well-being of our children and young people from Service families living abroad.

c. To work collectively to ensure that appropriate action is taken to minimise any adverse impact created by military life as a consequence of mobility, transition and deployment.

d. To provide a robust performance management framework which enables regular assessment of progress against agreed priorities and actions, identifies key risks and ensures appropriate mitigation actions are in place to enable recovery against agreed timescales and actions.

e. Collectively to seek to maximise the use of all available knowledge, skills, expertise and resources to achieve better outcomes for children and young people through the application of a needs-led commissioning framework/strategy.

f. Collectively to agree roles and responsibilities for all members of the Executive CYPB and relevant partnership protocols to ensure the actions set out above are achievable.

g. To ensure that appropriate alignment is achieved between the discrete (business) plan of each Agency/partner and those priorities set out in the collectively owned MOD C&YP Plan.

6.3 Disclosure Organisations⁶

6.3.1. In accordance with JSP 893, all CFAV, Cadet Training Teams, Training Evaluation and Support Teams, Area Instructors and Training Safety Advisors require an enhanced Disclosure check on appointment as well as re-checks; no more than five years may elapse between checks. S-Svcs are responsible for ensuring these checks are processed and that the Disclosure certificate numbers and dates of disclosure are recorded on WESTMINISTER or BADER cadet Management and Information Systems as appropriate.

6.3.2. S-Svcs may use the Disclosure and Barring Service Update Service which lets applicants keep their DBS certificates up to date online and allows employers to check a certificate instantly online.

6.4 Anti-Bullying Policy

6.4.1. It is MOD policy that all CFAV, Cadets, Service and civilian personnel have a right to be treated fairly and with dignity. Each CF HQ is to have its own anti-bullying policy. All personnel also have a responsibility to do all they can to ensure that the CF environment is free from all forms of bullying and harassment and that the dignity of others is respected. All personnel are to:

- a. ensure that their own conduct does not amount to bullying or harassment;
- b. have the moral courage to challenge inappropriate behaviour;
- c. be prepared to support those who experience or witness bullying or harassment; and
- d. report bullying or harassment against themselves or others.

6.4.2. The Chain of Command has additional responsibilities to set the highest example through their own behaviour and to ensure that personnel for whom they are responsible are aware of, understand and comply with MOD policy. They must be vigilant and proactive in preventing bullying and harassment from occurring within their units (rather than waiting for complaints to arise). If it does occur, they must have the moral courage to deal with it properly and promptly, even if no complaint has been made.

6.4.3. Complainants should not feel discouraged from making a bullying or harassment complaint for fear of negative consequences and should be reassured that they will be protected against victimisation. Commanding Officers should be aware that having a bullying or harassment complaint made within their command is not a sign of failure; the failure is not taking appropriate and timely action.

6.4.4. Bullying and harassment of any kind benefits no-one. It is damaging to the health, performance and morale of those on the receiving end and may, ultimately, result in them leaving the CF altogether. Examples of bullying, which will not be tolerated, include:

- a. Emotional (e.g. being unfriendly, excluding, tormenting);
- b. Physical (e.g. pushing, hitting, kicking or any use of violence);

⁶ Organisations providing criminal record and barred list checks - Disclosure and Barring Service (England and Wales); Disclosure Scotland and AccessNI.

- c. Racist (e.g. racial taunts, graffiti, gestures);
- d. Sexual (e.g. unwanted physical contact or sexually abusive comments);
- e. Homophobic (e.g. because of, or focusing on, the issue of sexuality);
- f. Verbal (e.g. all name-calling, sarcasm, spreading rumours, teasing);
- g. Cyber (e.g. all areas of the internet, including social networking sites, chat rooms, emails, abusive text messages and calls, and misuse of technology such as mobile phone cameras).

6.4.5. If possible and appropriate, early informal resolution of bullying and harassment allegations should be attempted in the first instance and at the lowest appropriate level. However, all personnel have a right to make a formal complaint if they feel they have been bullied or harassed.

6.4.6. Formal complaints should normally be made within 3 months of the alleged incident or, if the complaint is about a series or pattern of incidents, the latest incident.

6.4.7. Complaints will be taken seriously and investigated without delay, impartially, thoroughly, sensitively and confidentially.

6.5 Photography and Recorded Images Policy

6.5.1. **Introduction.** New digital and information technologies are making it easier to get pictures and images into the public domain through the news media, printed publicity material and websites. This increased freedom, which widens the opportunities to publicise the work of the CF, brings additional responsibilities to ensure that individual and parental rights are respected, and that young people and vulnerable individuals are protected from exploitation. Additionally, the storage of identifiable images is subject to the provisions of the Data Protection Act 1998.

6.5.2. The guidelines set out in this section are to assist those promoting the work of the CF through all forms of media. They are intended to give units the confidence to implement promotional campaigns with peace of mind and to avoid over-reaction. Public Relations is a subjective matter, and common sense should be applied – if doubt exists on the suitability of material, omit it.

6.5.3. **The need for guidance.** The ease of generating and capturing photographic images creates many cost-effective, positive PR and promotional opportunities, but there are risks and pitfalls. Careless use of images, at its worst, can put vulnerable people, especially the young, at risk. It could also result in legal action against the MOD, cadet units and schools.

6.5.4. Particular care needs to be taken in obtaining and publishing images of young people, and issues of safeguarding and parental consent cannot be taken for granted or ignored. We know from experience gained by schools and educational authorities that parents' perception of risk varies – with criticism of both over-reaction and lack of concern.

6.5.5. There is a general lack of clarity and consistency about the use of photographs, and the consent needed for filming and photography. In the case of the CFCFVs may

not give consent – this must be obtained from the cadets' parents or guardian as there might be reasons for a young person's picture not being used, known only to their parent or guardian.

6.5.6. These guidelines are intended to provide a clear and consistent approach, throughout the whole Cadet Movement (CCF, SCC, ACF and ATC) and within the wider aspects of MOD-sponsored youth ventures, which will be easily understood and accepted by all involved – and will ensure that there is proper regard to the law, and the protection of young people.

6.5.7. **The legal framework**⁷. The 1998 Data Protection Act covers the protection and processing of personal information which would include photographic images which identify an individual. In practical terms, Data Protection provisions mean that extreme care must be taken when using old photographs or any sort of stored images for new purposes. The express permission of the individuals in the image is required to do so. Access to stored images must be allowed, on request, and arrangements made for the destruction of out-of-date material (see Para 13 below). The law holds that a child lacks the legal capacity to give valid consent until attaining the age of 18 years. Until that time, the capacity to give consent is vested in the parent or guardian of the child. When a child is in the care of a local authority, the Unit or school should contact that authority for consent.

6.5.8. **Gaining valid consent - adults.** Consent is valid only if the person agreeing to the use of their image has a full and clear understanding of the purpose for which the image may be used. In the CF this can be a consent signed at time of enrolment as a CFAV and reviewed every 5 years.

6.5.9. **Gaining valid consent - cadets.** Always ensure that written consent from the cadet and the parent/guardian has been obtained, before the images of young people are published. As with adults, the consent must be based on a clear understanding of the purpose for which the images may be used. For most purposes, consent obtained in advance from the cadet and parent/guardian will be sufficient. In the CF this can be a consent signed once at the time of joining, as part of the enrolment form, and again prior to any known media event⁸ on a model release form. Pictures of cadets in, for example, swimming costumes must be avoided. If there is an event where photography would be beneficial, then cadets must be provided with t-shirts or track suits to wear on top of their swimming costumes. Additional care should be taken, therefore, if the media are invited to cover sporting events.

a. Consent. This should be signed once at time of enrolment and again prior to any known media event. However, it should be clearly stated that this consent may be withdrawn at any time, and unit commanders should carefully monitor those cadets whose parents or guardians, or the cadets themselves, have not given consent. Consent needs to be used carefully and with safeguards. It should be as specific as possible about the images that are covered. For example, it might include, press photography or recorded images of training and sporting events, annual and weekend camps, and photographs or recorded images for use in brochures and with news releases.

⁷ Detailed legal framework can be found in DIN2006DIN05-034 – Policy on use of Child Photography for Defence.

⁸ A public appearance or event deliberately staged to gain publicity from the news media.

- b. When consent has not been granted. When there is a media opportunity, and there are cadets present whose parents have not given consent, they must not be incorporated in the images.
- c. Naming Cadets. Generally, there is a presumption that no identifying information will be published. In limited cases, where a parent or guardian has given explicit consent, a cadet can be named but other details such as full home addresses, date of birth, e-mail addresses and telephone numbers, must never be supplied or published.
- d. Media Events. It is the responsibility of the individual CF to inform photographers of cadets whose parent or guardian have or have not granted consent. This is particularly important when photographers are present who are not connected to the individual CF.
- e. Official Websites. Where valid consent has been given, images of cadets may be used on unit websites. However, images of individuals on websites should not be named, nor should the cadet be identifiable from accompanying copy published on the site unless it is specific to the story. Care should be taken, also, in naming the picture files, to ensure the individual cannot be identified by a viewer scrolling over the picture.
- f. Social Networking Sites. The rapid development of user-created content on the internet, including blogs, social networking sites and chat rooms, means that many members of the CF have initiated Cadet-themed web presences on sites such as, but not restricted to, Facebook, Bebo, YouTube, and MySpace. Such sites are potentially of great benefit in providing a window into the CF but care must be taken to ensure no content is published likely to bring the CF or respective s-Svc into disrepute or otherwise damage their reputation⁹. For example, accepting invitations on social networking sites to be a 'friend' (cadet to adult or adult to cadet) is considered as unacceptable behaviour.

6.5.10. **Reusing old images**. If an image is going to be used for publicity, where the cadet is effectively 'the model', an additional consent – on a model release form – should be obtained. Problems can arise where images have been taken for one purpose and used for another. A new image should be obtained and cleared specifically for the desired purpose.

6.5.11. **Storage of images**. Whether images are stored electronically or as photographs, negatives, or transparencies, care must be taken to ensure that they are secure and clearly labelled and dated, to ensure they cannot be used without valid consent. Images and videos of cadets should not be stored on any CF adult's personal equipment.

6.5.12. **Data Protection Act**. Under the provisions of the Data Protection Act 1998, parents, guardians and individuals have access, on request, to stored images of their children or themselves (Data Protection Guidance Note 2 refers). Images for publication should not be held for an unreasonable length of time¹⁰ before they are destroyed or

⁹ Ref: JSP 745 MOD Web Publishing Policy and 2014DIN03-024 Contact with the Media and Communicating in Public.

¹⁰ The Data Protection Act 1998 Principle 5 states 'Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes'. MOD has determined a reasonable length of time to be 2 years.

historically archived. This provision does not apply to images held in unit albums and scrap books.

6.5.13. **Action.** The guidelines contained in this document are to be followed by all members of the CF and groups wanting to use images of cadet activity for their own purposes e.g. school staff and unit committees.

6.6 Social Media

6.6.1 Social media such as Facebook, Twitter, You Tube, and other similar services have become an increasingly normal, everyday part of life. This is positive as they allow people to keep in touch with their friends and family, and also allows the Cadet Forces to maintain an important connection with their own members and with wider society.

6.6.2 However, the Cadet Forces must think carefully about **how** they use social media as there are extra rules they must follow, which fall into three categories:

- a. 'Operational' security – giving away sensitive information obtained through Cadet Force activities. This could include information about things like VVIP visits, forthcoming events, shortfalls or capabilities of equipment.
- b. Personal security – information or images posted online may be accessed by other people and used freely by anyone who has access to that information. Care must be taken about the content people post and, without the correct security settings in place, individuals are revealing anything they post to everyone, including strangers, journalists, criminals and terrorists.
- c. Appropriate and professional behaviour – when using social media, CFAV and cadets should aim to be polite, constructive, honest, and a credit to the Cadet Forces. They should also ensure they do not embarrass themselves or the Cadet Forces through their interactions with social media. They are ambassadors for the Cadet Forces and must, therefore, uphold the appropriate standards.

6.6.3 S-Svc Cadet Forces are to publish policies covering the use of social media by CFAV and cadets. The policies should cover not only the use of external social media sites by CFAV and cadets, but also the management of the Cadet Forces' own social media sites.

[Back to Contents](#)

7 Ceremonial, Uniform, Honours and Awards

7.1 Royal, VIP and MP Visits

7.1.1. **General.** All visits, whether formal or informal, should normally be cleared through the chain of command and, where appropriate, the local RFCA informed. In addition, any visit which may be deemed to be controversial, such as by members of organisations reflecting extreme political, racist or sexist views, or by persons with a controversial reputation, should be cleared by the appropriate cadet headquarters. Visits to the CF, particularly by Parliamentarians, should be encouraged. Such visits can generate good publicity and increase the visibility of the CF. This can enhance relations with Parliament, lead to greater awareness among the general public and, as a result, lead to an increase in the number of adults coming forward to volunteer their services.

7.1.2. **Visits by local representatives and approval required.** In this context, local representative means the Member of Parliament (MP), Member of the European Parliament (MEP) or Member of Devolved Legislatures¹¹ (MDL) for the constituency in which the Defence or Cadet site is based. These representatives may wish to visit local Defence establishments or cadet units in which they have a constituency interest. Good relationships with local representatives should be encouraged and with this in mind it is not necessary for representatives visiting a Defence establishment or cadet units in their constituency boundaries to seek prior approval from Ministers, but secretariat points of contact should still be informed that the visit is taking place. These visits should have no media involvement but should focus on raising awareness of the establishment's activities and business, and should not touch on matters of wider Defence policy. Where a visit is likely to raise issues of political sensitivity (e.g. because the establishment is planned to draw down or close or because the representative wishes to discuss matters of local concern, such as low flying activity), establishments should approach their secretariat point of contact (POC) – listed below - before agreeing the visit as to whether Ministerial agreement is required. Should any points be raised during the visit, the respective POC should be informed.

7.1.3 Visits by other representatives or Peers and approval required:

a. **Service Initiated Visits.** Any establishment wishing to initiate an invitation to a representative or Peer, should submit a proposal through their chain of command to their secretariat point of contact who will then seek Ministerial approval for the invitation. An invitation may be issued only after Ministerial approval has been granted. Where the representative's presence is part of a larger event, the same procedures apply.

b. **Visits requested by individual representatives or Peers.** Where an individual representative or Peer makes a direct approach to a command, unit, ship or establishment (including visits to reserves) they should be asked to write to Min(Reserves)-Private Office setting out the purpose of their proposed visit and seeking the Minister's approval to go ahead. In addition, units should inform the

¹¹ MDLs have the initials MSP, AM or MLA after their names depending on whether they represent Scotland, Wales or Northern Ireland.

appropriate secretariat point of contact of the approach, through their chain of command. Once the Minister has approved the visit, the secretariat will inform the establishment

c. **Group Visits.** Where groups would contain one or representative or Peer, these should be treated in accordance with the guidelines above.

d. **Social Functions.** Before inviting a representative or Peer to a purely social function, advice should be sought from the appropriate secretariat contact point. Secretariats should use their discretion as to whether Ministerial approval should be sought in these cases. When a high-profile representative or Peer is invited to a function, Ministers have an expectation that they will be made aware of this in advance.

e. **Wider Markets Activity.** Many establishments allow private organisations to hire out facilities, such as messes, for private functions in order to generate revenue. Such functions may include invitations to political figures. This is permissible, but there must be no media activity involving those political figures. The function itself, or the organisation hosting it, must not be overtly political. For example, a local political party would not be permitted to hire a mess for a meeting or social function, but a local chamber of commerce could do so, and could invite political figures, provided there was no media activity. Visits of this kind should still follow the guidelines above.

f. **Parliamentary or Assembly Candidates during an election period.** When a Parliament or Assembly is dissolved, its members cease to be MPs, MDLs or MEPs and are to be treated as other members of the public. Candidates seeking election, from all parties, are treated as members of the public and are not to be afforded any treatment over and above that generally available to members of the public until they become elected. The House of Lords is not dissolved with the rest of Parliament, so visits involving active Peers should continue to be arranged following the guidance above.

g. **Political Activity and Media Considerations.** Queen's Regulations for the Services (QR(RN)J6603, QR(Army)J5582 and QR(RAF)J1013A) forbid all forms of political activity, including speeches, at Service establishments, facilities and units. Any visits made by representatives or Peers must take place on the understanding that they may not be used for political purposes. If there is any doubt about the propriety of issuing an invitation, advice should be sought from the appropriate secretariat contact point before the invitation is made.

h. **Secretariat Contact Points:**

- i. Royal Navy and Royal Marines: Navy Command HQ Policy Secretariat
Email: NAVYSEC-PQSMailbox@mod.uk
Tel: 02392 625222 or 02392 628676
- ii. Army: Army Secretariat
Email: ArmySec-Group@mod.uk
Tel: 01264 886089

- iii. RAF: Air Command, Air-DRes Sec
Email: Air-DResSec-ParliBusiness@mod.uk
Tel: 01494 497145

7.2 Displays and Ceremonial Events

7.2.1. Members of the CF may take part in tattoos, parades and other types of display subject to the instructions produced by the respective CF being followed. Tattoos, parades and displays may take the form of:

- a. Stands and displays at exhibitions or Open Days.
- b. Town parades to mark events of historical significance.
- c. Other events organised by the Regular Forces, Reserve Forces or civil organisations.

7.2.2. When appearing before the public in uniform, CFAV and cadets will be representing the Services. It is important, therefore, that whatever is done is properly planned and rehearsed so that it brings credit to those performing and, through them, to the Services and CF.

7.2.3. Members of the CF will not be allowed to take part in any activities for which they have not been properly trained or which involve them in unnecessary risks.

7.2.4. **Marching Unarmed at Public or Civic Ceremonial Events.** Requests to march an unarmed party of cadets through the City of London, setting out exact details of the ceremonial involved are to be submitted to the respective HQ or equivalent so the request can be referred to the Clerk to the Lord Mayor. Unarmed parties may be marched through the streets in cities and towns, other than the City of London, but the Civic Authorities should be notified in advance so that traffic may be regulated.

7.2.5. **Carriage of Weapons at Public or Civic Ceremonial Events.** With the exception of the SCC which, only with written permission from CSC may parade weapons in public, the decision to carry weapons at public or civic ceremonial events¹² rests with unit commanders, subject to the approval of the Civic Authority. Before deciding to parade with weapons, the unit commander must consult with the appropriate Civic and Military Authorities (as determined by s-Svc policy) as care must be taken to ensure that an 'armed' parade would be welcomed by the community and is appropriate for the proposed event.

7.2.6. Appropriate security measures, as advised by regional security section, should be taken to avoid the loss or theft of the weapons and any associated equipment. Any cadet carrying a weapon at public or ceremonial event must be a volunteer and must have successfully completed the relevant training. Each event must be subject to the appropriate risk assessment.

7.2.7. **Marching Order.** As per the Queen's Regulations for the Army 1975 (Chapter 8, Part 1 J8.010), CF will march in the following order:

¹² This includes displays involving the use of weapons such as continuity drill displays.

- a. Sea Cadet Corps.
- b. Combined Cadet Force (RN, RM, Army, RAF).
- c. Army Cadet Force.
- d. Air Training Corps.

Within the Combined Cadet Force, contingents should march in an agreed order of school seniority, irrespective of the sections they maintain.

7.3 Uniform and Badges

7.3.1. **Occasions for wearing uniform and civilian clothes.** Uniformed CFAV and cadets will wear uniform whenever military training is undertaken, although civilian clothes may be worn on appropriate activities approved by the Unit Commander or CF Headquarters. When travelling by private transport or on foot to and from military training, wearing uniform is subject to the overarching security guidance for the CF and local specific direction if applicable. However, if public transport is being used, then civilian clothes should be worn. Uniform may be worn during adventurous training in UK, except where local regulations preclude this; and abroad if specifically authorised by the appropriate Service HQ.

7.3.2. Items of uniform and civilian clothing are only to be mixed when security considerations make it prudent to wear a civilian outer garment when travelling on foot, or in private or public transport.

7.3.3. CF are to keep all personnel briefed on the appropriate security orders concerning the wearing of uniform in public places and when transiting between home and the event.

7.3.4. When wearing uniform, CFAV and cadets are to indicate clearly that they are CF by wearing the appropriate badge.

7.3.5. Uniform may be worn when authorised as being in the interest of the Service.

7.3.6. **Occasions on which the wearing of uniform is not approved.** Uniform is not to be worn:

- a. by prospective or adopted parliamentary candidates at political meetings, or while canvassing, appearing in public or engaged on any other activities connected with their candidature;
- b. at functions where fancy dress is worn; however, wearing uniform of obsolete design, which is clearly distinguishable from the pattern currently worn, is allowed;
- c. when physically engaged in civil employment or while seeking such employment, unless part of Armed Forces Day celebrations when it must be cleared through the chain of command. Cadets are not to wear uniform to or from school, but uniform may be worn at school when part of the CCF, or when the cadets' parents and head teacher agree.

7.3.7. Equally, members of the CF may not wear the uniform of political or non-political voluntary organisations when engaged on CF duties.

7.3.8. **Wearing of uniform in foreign countries.** Members of the CF are not allowed to wear uniform while in a foreign country (including the Irish Republic) without prior written

permission from s-Svc HQs. Such permission is to be sought through the CF chain of command and then raised to the appropriate higher authority.

7.3.9. **Provision of Badges.** The following badges and stars, whose cost may be debited to the Units as applicable, are to be purchased from a cadet supplier when not provided by the parent Service:

- a. Skill-at-arms badges.
- b. Proficiency Certificate stars and halves.
- c. Special-to-arm blue stars and half stars.
- d. Reduced size chevrons for Cadet NCOs.
- e. Cadet Leadership Course badges.

7.3.10. The Duke of Edinburgh's Award badges, in the appropriate colour, may be obtained at private expense from a cadet supplier.

7.3.11. The First Aid badges of St John, St Andrew and the British Red Cross Society may be purchased at private expense from the voluntary aid society concerned.

7.3.12. The ATC/CCF (RAF) Air Cadet Pilot Scheme, Air Cadet Pilot Navigation Training Scheme and Air Cadet Leadership Course badges are provided by HQ Air Cadets.

7.3.13. The Lord-Lieutenants' Cadet badges for all CF are provided by the local RFCA.

7.3.14. All badges not dealt with above are to be demanded as required by the appropriate s-Svc HQ.

7.3.15. **Provision of medal ribbon.** Medals awarded before or during service with the Cadet Forces may be worn on parade orders of dress only. As these orders of dress are only procured at private expense, medal ribbon is also to be procured at private expense. In exceptional cases, where a parade order of dress and accoutrements are authorised and provided at public expense, medal ribbon may also be provided. Under no circumstances are medal ribbons to be worn on Combat Uniform.

7.3.16. **Repairs and cleaning.** Minor repairs and cleaning of uniform are not to be carried out at public expense.

7.3.17. **Articles of dress not provided.** It is recognised that individuals purchase at their own expense some approved articles of dress not within the authorised clothing scales. Such articles may not be worn on parade except when allowed by the tradition or customs of the affiliated unit. Where there is doubt as to whether an affiliation implies the automatic adoption of insignia peculiar to the unit, enquiries should be made of that unit.

7.3.18. **Footwear.** Cadets' footwear is not provided at public expense.

7.3.19. **Unauthorised dress or equipment.** The adoption of unauthorised patterns of dress, clothing, equipment, emblems or embellishments is strictly forbidden. Commanding Officers are to ensure that no deviations are made from those patterns of uniform authorised by the s-Svc Dress Committees.

7.3.20. **Badges of honorary, reserve or retired rank.** Badges of honorary rank or rank held on retirement from service on the Active List may be worn on certain specific

occasions on application to the parent Service. When an application is approved, the uniform and badges of rank to which the CFAV was entitled at the time of being awarded such higher rank are to be worn and the CF insignia discarded. CFAV holding a Reserve Commission/appointment and serving with a CF are to wear the uniform appropriate to their CF when on CF duty.

7.3.21. **Regulations regarding the wearing of uniform.** When uniform is worn, the s-Svc Regulations are to be complied with. In particular, personnel are to wear only authorised awards and badges. The following rules also apply:

- a. **Orders, decorations and medals.** Ribbons of authorised orders, decorations and medals may be worn on all forms of uniform except combat uniform. Insignia of orders, decorations and medals may be worn on private ceremonial parades on the order of the Commanding Officer but may only be worn on public occasions when ordered by a Service HQ.
- b. **Swords.** Swords are to be worn only when authorised by a Service HQ.
- c. **Mourning bands.** Mourning bands of black crepe, 8.2cm wide, are to be worn round the left arm above the elbow by CFAV when public mourning is ordered, at Service funerals and memorial services. CFAV may also wear mourning bands in private mourning.
- d. **Beards and moustaches.** S-Svc regulations governing beards and moustaches are to be observed by CF staff and cadets.

7.4 Awarding, Borrowing and Renewal of Banners

7.4.1. Procedures for the awarding, borrowing and renewal of banners can be found the respective CF publications.

7.5 The Cadet Forces Medal

7.5.1. **Introduction.** The Cadet Forces Medal (CFM) and Clasps are awards to officers and uniformed adult instructors in recognition of long service of proved capacity in the CF (SCC, ACF, ATC and CCF). The award of the CFM is governed generally by Royal Warrant dated 19 November 2001. It carries no rights to the use of post-nominal letters.

7.5.2. The medal is circular in form, is in cupro-nickel, and bears on the obverse the Crowned Effigy of the Sovereign and on the reverse the inscription 'The Cadet Forces Medal' and a representation of a flaming torch. The medal is suspended from a bar and the name of the recipient is inscribed around the rim. It is to be worn on the left breast suspended from a ribbon one-and-a-quarter inches in width, of dark green bordered by narrow stripes of dark blue and red and red and light blue, edged with yellow, with the dark blue stripe furthest from the left shoulder. In the order in which orders, decorations and medals are to be worn, the CFM is placed immediately after the Queen's Medal for Champion Shots.

7.5.3. Clasps may be awarded for service subsequent to award of the medal. They are of cupro-nickel and are to be sewn on to the ribbon by which the medal is suspended. Rose emblems denoting the award of each clasp are attached to the ribbon when the ribbon

alone is worn. To denote service beyond the award of three clasps (three 'silver' roses) the following are to be worn:

- a. Four Clasps - one 'gold' rose.
- b. Five Clasps - one 'gold' rose and one 'silver' rose.
- c. Six Clasps - one 'gold' rose and two 'silver' roses.
- d. Seven Clasps - two 'gold' roses.

Where 'gold' and 'silver' roses are worn on the same ribbon, the 'gold' rose is to be placed furthest from the left shoulder.

7.5.4. Award of the CFM and Clasps is announced in the London Gazette.

7.5.5. Miniatures of the CFM may be worn on appropriate occasions. They are to be provided at private expense.

7.5.6. **Eligibility.** To be eligible for award of the CFM or Clasp(s) an individual must have served as a commissioned, or appointed officer or as an appointed adult instructor (with warrant or senior non-commissioned officer rank, or equivalent, and wearing uniform) in:

- a. The Combined Cadet Force
- b. The Sea Cadet Corps.
- c. The Army Cadet Force.
- d. The Air Training Corps.

and must still be serving at the time that the reckonable qualifying service is completed.

7.5.7. The medal will be awarded in recognition of twelve years' continuous qualifying service reckoned in accordance with paragraphs 9-11 below.

7.5.8. With effect from 1 April 1999, a clasp will be awarded for each six years' additional qualifying service, not necessarily continuous, in accordance with paragraphs 9 and 10 below. *Prior to 1 April 1999, clasps were awarded for each eight years' additional service. Qualifying service for awards prior to 1 April 1999 is to be reckoned in accordance with the rules at that time.*

7.5.9. **Qualifying Service.** *The following will reckon as qualifying service when it meets the continuity rules at paragraph 11:*

- a. Service after the age of eighteen as provided for in paragraph 6.
- b. Service after the age of eighteen as a cadet in any of the CF listed in paragraph 6, up to a maximum of four years' service.
- c. Service, up to a maximum of 6 years, and subject to provision of a certificate of service, in ranks equivalent to those described in paragraph 6 in recognised CF

in the Commonwealth, provided that such service shall not have been recognised by an equivalent award.

d. Service, up to a maximum of 3 years, as a commissioned officer or in the ranks, of the Volunteer Reserve Forces of the United Kingdom, including the OTC, University Naval Units and University Air Squadrons, provided that such service shall precede service in the CF and that it shall not have been recognised by award of the Volunteer Reserves Service Medal or any of the awards preceding that medal.

e. Service, up to a maximum of 3 years, as a commissioned officer or in the ranks, in the Regular Forces of the United Kingdom, which has not counted towards the award of any other long service award. Full time service to a maximum of 3 years subsequent to the award of another long service award may be counted.

7.5.10. In no circumstances will service as a cadet under the age of eighteen years, or any form of honorary service, be counted as qualifying service.

7.5.11. **Continuity of Service.** At the discretion of Service Boards, which may be delegated to Service Medal Boards, the following, though not counted as qualifying service for the CFM, may be considered not to constitute a break in the continuity of service required by paragraph 7:

a. Any break in service which does not exceed six months.

b. Breaks of up to three years in the case of those who, by reason of change in place of residence or change of circumstances in civilian employment, while continuing to reside in the United Kingdom, are unable to continue service with their CF unit.

c. Breaks occasioned by service abroad as may be required by civilian employment provided that the individual has been reposted to a CF unit within three years of return to the United Kingdom.

d. A break of up to three years between leaving with a CF unit anywhere in the Commonwealth and joining a unit in the United Kingdom.

e. A break of not more than three years between serving a unit of the Volunteer Reserves, as described in paragraph 9d and joining a CF unit.

f. Any satisfactory period of service in the Regular Forces of the United Kingdom or Commonwealth or efficient period of service in the Volunteer Reserves of the United Kingdom or Commonwealth, providing that such period of service has not been recognised by any long service or efficiency award and that it interrupts service with the CF. The allowed period not enrolled in a CF will be at the discretion of the relevant Service Board but should not normally exceed a period of twelve months either before or after such Regular or Volunteer Reserve Service.

g. Providing all service is continuous, uniformed service broken by periods of service in a formally appointed, non-uniformed, supervisory capacity, not

exceeding three years, may be aggregated for the purpose of determining qualifying for the CFM.

7.5.12. Recommendation for Award. Claims for award of the CFM or Clasp(s) are to be submitted on current application forms pending the introduction of a new joint form in accordance with JPA. Claims must be personally endorsed with a recommendation and certificate that the individual has performed his/her duties regularly and to an appropriate standard and is in every way deserving of the award. This endorsement is to be signed by the individual's commanding officer and not by a subordinate commander. Claims by unit commanding officers are to be personally endorsed by an appropriate superior officer, not necessarily of the CF.

7.5.13. Verification of Award. Recommendations for award of the CFM or Clasp(s) are to be forwarded for verification as follows:

Royal Navy/Royal Marines	DNRes
Sea Cadet Corps	Area Officer/Area Administrator
Army Officers:	All eligible service, less AI service: DM(A) AIs: Local RFCA
Royal Air Force	HQ AC - RAF Cranwell

7.5.14. Approval of Award. Award of the CFM and Clasp(s) may be approved, after verification, by the following:

Royal Navy/Royal Marines	DNRes
Sea Cadet Corps	Captain Sea Cadets
Army	ACF County Commandant/CCF Contingent Commander for District/Brigade to Cdts for G1/MS Dist/Bde G1/MS for Div MS for Army Medal Office
Royal Air Force	HQ AC, RAF Cranwell, Sleaford, Lincs, NG34 8HB

7.5.15. Non-eligibility and Forfeiture. Any individual claiming award of the award of the CFM or Clasp(s) must be above reproach in respect of their conduct and performance throughout their service. Behaviour which brings the Armed Forces or the CF into disrepute, or which results in a conviction for serious criminal or civil offences, or military offences leading to an entry on the individual's record of service may result in that individual being deemed ineligible to receive the CFM, or for a period of qualifying service deemed to be non-qualifying. Evidence of such conviction or entry on record of service, together with a detailed statement of the offence(s) must accompany any recommendation when the offence has been committed during the qualifying period. All such cases are to be examined by the Service Medal Board or other appropriate authority, who will rule on eligibility.

7.5.16. Similarly, when the conduct of a holder of the CFM is as described in paragraph 15, or the holder is subsequently convicted by a Civil Court or by Court-Martial and is sentenced to imprisonment for six months or more or is discharged from service with the CF on administrative or disciplinary grounds, the case is to be reported to the Service Medal Board or other appropriate authority for a decision as to whether or not they should be ordered to forfeit the medal and any clasps awarded.

AFTERNOTE:

The above regulations for the Cadet Forces Medal are reproduced in entirety from the CFM regulations approved by Her Majesty The Queen in 2004. Since that time some posts within the verification and approval chain have been renamed and the s-Svc Medal Boards abolished. Applications should therefore be forwarded to:

Royal Navy/Royal Marines	SO2 CCF (RN)
Sea Cadet Corps	MSSC Administration Team
Army (Major and below)	Local RFCA
Army (Lt Col and above)	Bde, SO2 Cadets
Royal Air Force	SO3 Personnel management HQAC

Application forms can be found on WESTMINSTER and BADER.

7.6 Lord-Lieutenants' Cadets and Certificates of Merit

7.6.1. The local RFCA are responsible for administering the system for nominating and appointing Lord-Lieutenants' Cadets and nominating the Certificates across all CF and issuing any local policy required.

7.6.2. **Lord-Lieutenants' Cadets.** The purpose of the appointment of Lord-Lieutenants' Cadets is to reward outstanding cadets. The appointment is for one year and the duties involved are decided by Lord-Lieutenants. Appropriate uniform will be issued to the successful cadets for the duration of their appointments.

7.6.3. Rules governing these appointments may vary between cadet organisations. Further information can be obtained as follows:

- a. SCC – MSSC HQ
- b. CCF – RFCAs
- c. ACF – RFCAs
- d. ATC – HQAC

7.6.4. **Certificates of Merit.** The Lord-Lieutenant's Certificate of Merit may be awarded by Lord-Lieutenants to CFAV for meritorious service to the community. The rules governing this award may vary between cadet organisations. Further information can be obtained as follows:

- a. SCC – MSSC HQ
- b. CCF – RFCAs
- c. ACF – RFCAs
- d. ATC – HQAC

[Back to Contents](#)

8 Authorised Travel

8.1 Regulations

8.1.1. The source documents for all authorised travel and allowances are as follows:

- a. **JSP 800 Volume 2: Passenger Travel Instructions.** This document outlines the Joint Service policy for movement of passengers and provides guidance to formations and units. The document covers passenger travel by Air, Sea and Rail, as well as providing the policy and guidance in the movement of unaccompanied baggage.
- b. **JSP 800 Volume 3: Movement of Materiel.** This document outlines the Joint Service policy for movement of materiel and provides guidance to formations and units.
- c. **JSP 800 Volume 4b: Dangerous goods by Road, Rail or Sea.** This document outlines the Joint Service policy for movement of Dangerous goods by Road, Rail or Sea.
- d. **JSP 800 Volume 5: Road Transport - The Management and Operation of Road Transport in the Ministry of Defence.** These Regulations provide detailed direction and clear guidance on the management, control, and use of transport by MOD employees and by contractors working for the MOD who are provided with transport. It provides details of entitlement to road transport, drawn from the appropriate s-Svc and civilian staff regulations, which may be provided either free of charge or on repayment. The regulations also provide direction on MT safety and the reduction of accidents through the development of an active road safety strategy.
- e. ASCR 15: Road Transport Regulation for the Sea Cadets.
- f. AC 14233: ACF Regulations.
- g. AP1919 Chapter 13: Regulations for the ATC.

8.2 Visits Abroad

8.2.1. Visits abroad organised by cadet units are not activities in their own right: they are a means of enhancing the cadet experience by conducting approved activities overseas – either because the activity cannot be performed in the UK (e.g. a visit to a particular site such as the battlefields of Flanders and The Somme), to provide AT and CP in a more challenging environment, or to give cadets experience of a different culture – perhaps in a developing country – which can often be a life-changing experience.

8.2.2. Such visits will normally fall into one or more of the following categories:

- a. AT or CP.
- b. Visits to sites of military, nautical or aeronautical interest.
- c. Acts of Remembrance and Commemorative events including marches.
- d. Band Performances.

- e. Community Projects.
- f. Exchanges with cadet units from other countries.

8.2.3. The list is not exhaustive – and a single visit may cover two or more areas. For instance a battlefield study would normally include wreath laying at a war memorial; overseas expeditions to developing countries often include a community project.

8.2.4. **General Approval and Clearance.** Some countries willingly accept visits while others do not. Therefore, units should seek advice from the appropriate Service or CF HQ before planning AT, CP or other visits abroad. Attitudes towards wearing of uniform vary from country to country and requests to wear uniform must be stated clearly in the application. Uniform is not to be worn for AT or CP, although permission can be sought for uniform to be worn at specific commemorative events.

8.2.5. **Clearance for non-AT/CP activities.** The procedures that follow relate to AT and CP activities which carry a potentially higher level of risk and may take place in more remote locations. However, whatever the level of risk, it is important that **all** visits abroad are approved at CF HQ level. The requirements to seek FCO approval in principle and/or local diplomatic clearances by Service Attaches and Advisors (SAA) remains, and it is the responsibility of individual CF HQs to ensure that this is completed.

8.2.6. **Clearance for AT and CP.** The MOD sets out the following ‘traffic light’ system for identifying the differing clearance requirements for AT abroad which will apply for all cadet overseas visits:

- a. **Red.** Those countries in which all visits are currently prohibited. Therefore, CF visits to any of these countries are forbidden.
- b. **Amber.** Those countries for which both the Foreign and Commonwealth Office political clearance in principle and clearance by SAAs is required.
- c. **Green.** Those countries for which Foreign and Commonwealth Office clearance can be assumed and only routine political clearance by SAAs need be obtained.

8.2.7. Individual CF HQs are to ensure that approval for AT and CP projects follow the instructions set out in the **Guidelines for Adventurous Training Overseas** issued by Adventurous Training Group (Army) and available on the Defence Intranet. The approval authorities should be adjusted to meet individual CF procedures. Clearance for the SCC is to be sought from the Director of Life Long Learning (in respect to offshore fleet visits) and from the Head of Sea Cadet Training (for all other matters) at MSSC HQ. Clearance for CCF and ACF is the Army Fmn HQ. For the ACO, clearance is from Wg Cdr Phys Ed for all AT activities and TG2 for other visits abroad.

8.2.8. Applications for approval of AT or CP abroad should be submitted as directed by the appropriate CF HQ using the JSATFA or other appropriate form specified by individual CF. Applications for diplomatic clearance should be submitted in accordance with individual CF instructions.

8.2.9. **Contact Details.** The contact addresses for all SAAs can be found in the ‘Defence Engagement Strategy – Overseas Directory’ (The Yellow Book) which is available on the Defence Intranet.

8.2.10. **Time Scales.** The time scales indicated in the Guidelines are those required by SAAs to obtain local political clearance (Green). For those countries also requiring clearance from the Foreign and Commonwealth Office (Amber), an extra month should be added to the time scale.

8.2.11. **Reconnaissance.** A detailed reconnaissance of an area abroad is desirable, but is not normally permitted at public expense.

8.2.12. **Visits from Abroad.** Where UK cadets units wish to host cadets from abroad, clearance should be obtained from the appropriate s-Svc authority.

8.3 International Cadet Force Exchanges

8.3.1. The MOD encourages cadets and CFAV to participate in authorised International CF Exchanges. These exchanges are limited to the following general criteria:

- a. They must conform to MOD bilateral exchange rules including notification of the local UK Defence Attaché¹³.
- b. They must be financed by the respective CF, bursaries, self-funding and/or third-party funding approved by the appropriate CF HQ.
- c. Supplementary travel and medical insurance must be obtained.

8.4 Indulgence, Concessionary Fare-Paying and Concessionary Non Fare-Paying Flights

8.4.1. **Indulgence Travel.** Members of the CF accompanied by CFAV, undertaking official travel only (i.e. expeditions, summer camps), are eligible for travel on RAF ATF and MOD Charter under the Indulgence Scheme. The Cadets must be over 15 ½ years of age. Applicants should refer to JSP 800 Vol 2, Ch 7 for guidance.

8.4.2. **Concessionary Fare-Paying (CFP) Travel.** CF, as listed above, remain entitled to travel on a CFP basis at the marginal rate if indulgence travel is not available or if the CF choose otherwise to travel under the CFP basis, although this is generally an expensive way of travel and not recommended. Application for travel should be staffed through, and authorised by the appropriate s-Svc HQ to the CFP desk at the Defence Passenger Reservation Centre. Application for only one type of travel can be made at any time.

8.4.3. **Concessionary Non Fare-Paying (CNFP) Travel.** CF, as listed above, may also be eligible to travel as CNFP in exceptional circumstances. Details are available in JSP 800 Vol 2, Part 2, Ch 2. This form of travel is generally confined to compassionate travel or incidents involving injury or illness. Guidance in the event of aeromed, illness or injury whilst abroad can be found in this JSP at 12.9.

8.4.4. **Flights.** The flights most commonly available will be those between UK and Cyprus and UK and the Falkland and/or Ascension Islands, but there may occasionally be others eg Germany. When travelling Indulgence, it should be borne in mind that there is

¹³ The Sea Cadets run an official exchange programme through the International Sea Cadet Association. SCC HQ coordinates this programme and provides guidelines. This also includes all other overseas visits.

no guarantee of either an outbound flight or subsequent return flight; therefore, contingency plans must be put in place. All travellers must have personal travel insurance.

8.4.5. **Application to Travel.** The Cadet unit is to apply for permission through the appropriate chain of command (the Authority) as follows; Wing HQ for Air Cadets, Bde for Schools, County Comdt for ACF and Head of Sea Cadet Training at MSSC HQ for SCC. Where the travel request involves more than one Cadet Force, the application should be handled by the lead CF and s-Svc for the activity.

8.4.6. For Indulgence, the Unit requests to apply for passages if their destination is served by RAF Air Transport [or charter]. The authority will then check that the Unit has sufficient non-public funds to pay for cadets and staff to return to the UK if RAF flights are not available. Contingency plans also have to be made for the CF commanding officer, a CFAV officer, to access these funds at the overseas location in order to pay for commercial flights, hotels etc as required.

8.4.7. If the proposal is cleared, the Unit applies for a specified number of indulgence passages using the guidance in JSP 800 Vol 2 Ch 7. The application process is the same as for Regulars' sponsorship for indulgence applications. RAF Form 2768 IND – Application for Indulgence Travel, should be used and can be found in several locations; it is linked in the JSP 800 Vol 2 on the Defence Intranet, can be located on the Defence Intranet Homepage within the Forms Index under Movement and Travel Forms and is also available from www.transportsafety.dii.r.mil.uk. The Forms can be downloaded and completed from any of these locations. It should be noted that the amended form (which is valid for all destinations) recognises the Cadet OC as the Applicant at Part 2.

[Back to Contents](#)

9 Infrastructure

9.1 Accommodation - Maintenance and Sourcing

9.1.1. **General - Sea Cadets.** Each Sea Cadet Unit is an independent charitable entity, and its accommodation, with that provided by MSSC for sea cadet activity, is beyond MOD governance, except where SCC units or MSSC premises are based on MOD property. The Memorandum of Understanding (MOU) between MOD and MSSC provides for the provision of certain accommodation and related facilities to Sea Cadets on a marginal cost basis. A non-exhaustive list of options is attached to the MOU which recognises an ongoing review by Navy Command, MSSC and DIO. The agreed position will be promulgated when concluded.

9.1.2. **General - CCF, ACF and ATC.** The requirement for, and location of, accommodation must be agreed in advance with the Cadet CoC and funding TLBs (s-Svc and Defence Infrastructure Organisation (DIO)) to ensure affordability and coherence with wider Departmental plans and use of the defence estate. The majority of Cadet accommodation is located on the Volunteer Estate (VE) (that estate maintained, hired or owned on behalf of the MOD by the RFCAs), although it can also be found on the Regular and training estate. Once the requirement has been confirmed, responsibility for the actual provision and maintenance of Cadet accommodation will be the responsibility of different organisations as follows:

- a. **CCF.** The MOD role and funding in support of CCF varies between locations, but has included the provision and maintenance of armouries and ranges on school premises. In all cases, this will require agreement between the school and MOD as they define and agree the relationship; and DIO as the funder and the RFCA as the supplier.
- b. **ACF.** RFCAs on the VE plus other providers, e.g. Regional Prime Contracts, on the regular estate.
- c. **ATC.** RFCAs on the VE plus other providers, e.g. Regional Prime Contracts on the regular estate.

9.1.3. **General-Service Levels.** Where the provision and maintenance of accommodation is the responsibility of the RFCAs, the approach, targets and process for delivery of maintenance is set out in a Service Level Agreement (SLA) between DIO and the Council of RFCAs and the supporting customer specification. JSP 435, Chapter 13, provides details on how the RFCA-maintained estate is managed. Where accommodation is located on other MOD estate then the approach, targets and process for delivery of maintenance will be in accordance with the terms and conditions of the relevant local maintenance agreement or contract.

9.1.4. Sources of Accommodation.

- a. **Sea Cadets.** Each Sea Cadet unit is an independent charitable entity and in general is responsible for finding its own accommodation, although some SCC units are based on MOD property and some units share MOD-owned accommodation with other CF. However, MOD assist the Sea Cadet accommodation requirements by providing opportunities on the VE and Regular estate, through sharing of cadet facilities or other available sites on a marginal cost basis.

b. **CCF.** Schools are responsible for providing accommodation for their own CCF.

c. **ACF.** Accommodation is to be provided from the following sources, depending upon availability, and the required geographic location of units:

- 1) Existing Army Reserve Centres where the joint use of drill halls, lecture rooms and miniature ranges is permitted, but cadet rooms, stores and toilets will not be shared with the Army Reserve or other adult organizations at the same time.
- 2) Surplus Regular Army accommodation – where entry and security restrictions prove workable.
- 3) The possibility of sharing with the ATC, SCC or other youth organisations, particularly schools, is always to be considered.
- 4) Vacated Army Reserve Centres if suitably located and justified on financial grounds, normally on a small part of the site and built from some of the money raised from the sale of the rest of the site.
- 5) Accommodation built into new Army Reserve Centres or into major additions to Army Reserve Centres.
- 6) The building of new accommodation on purchased (owned) sites to be built as long term permanent structures.
- 7) The building of new accommodation on leased sites which is capable of being dismantled, moved and reassembled.
- 8) The hiring of suitable premises as and when available.

Note: Accommodation in new-build sites will normally be provided only for ACF detachments which have shown the ability to maintain a strength of not fewer than 15 cadets, which have met certain requirements laid down in s-Svc instructions, have a reasonable prospect of continuity for 5 years, and which cannot be accommodated in any of the alternatives listed above.

d. **ATC.** Accommodation is to be provided for squadrons as follows:

- 1) The possibility of sharing accommodation with the ACF should always be considered in the first instance as the preferred option.
- 2) In suitable accommodation at RAF stations.
- 3) Where suitable accommodation can be provided in other MOD property.
- 4) In or at Army Reserve Centres where the joint use of drill halls, lecture rooms and miniature ranges is permitted, but cadet rooms, stores and toilets will not be shared with the Army Reserve or other adult organizations at the same time.

- 5) Properties owned, vested in or allotted to other Government Departments.
- 6) The use of suitable hired or leased premises as and when available.
- 7) Lease of land for erecting an ATC building which is capable of being dismantled, moved and reassembled.
- 8) Purchase of buildings or land. New accommodation is to be built as long-term, permanent structures.

Note: Detached Flights have no entitlement to permanent accommodation, but temporary accommodation may be hired or rented on a short-term basis. RFCA is to negotiate the terms and complete the necessary arrangements. The hiring charge may include rates, heating, lighting and cleaning but is to exclude maintenance.

9.2 Hire, Purchase, Disposal (including letting) of Accommodation for the MOD

9.2.1. **General.** The requirement for and location of accommodation must be agreed in advance with the Cadet CoC and funding TLBs (s_svc and DIO) to ensure affordability and coherence with wider Departmental plans and use of the defence estate.

9.2.2. **Use of MOD (Regular or Volunteer) Estate.** Where accommodation is provided on the Regular or Volunteer estate cadet units occupy as lodgers and not on encroachment terms. The unit will make arrangements direct via the Chain of Command.

9.2.3. **Hire or Purchase of Accommodation.** Where accommodation is provided outside the MOD Regular or Volunteer Estate, this function will be undertaken by the local RFCA or DIO staff in consultation with the s-Svcs. They will be responsible for identifying suitable accommodation and agreeing terms for its use and occupation. This is undertaken on behalf of the Cadet unit, and no Cadet personnel are to enter into negotiations or commit MOD or its agencies in any way.

9.2.4. **Disposal (including letting out) of Accommodation.** Surplus estate may be disposed of in accordance with Departmental policy. No Cadet personnel are to enter into negotiations or commit MOD or its agencies in any way.

9.2.5. **SCC.** Individual Sea Cadet Units make their own arrangements, and may be accommodated on the Defence estate. Navy Command and MSSC are currently reviewing the terms for SCC casual and continuing/exclusive use of MOD property as part of the revision of the MSSC/MOD MOU. The agreed position will be promulgated when the MOU is completed. In the meantime policy issues should be raised with DIO and MSSC HQ.

9.3 Provision of Miniature Rifle Ranges, Parade Grounds and Car Parks

9.3.1. **Miniature Rifle Ranges.** Rifle ranges are to be provided in accordance with the requirements of JSP 315 Volume 3, Part 8. Where existing Reserve Centre facilities allow, miniature rifle ranges may be used by Cadets.

9.3.2. **Parade Grounds and Car Parks.** There is no entitlement for the provision of car parks or parade grounds. However, each location will have its own outside area to be used as decided by the occupying unit(s). Guidance on parking facilities at Cadet and Weekend Training Centres can be found in JSP 315 Vol 3 Part 8.

9.3.3. **SCC.** Where Sea Cadet Units are not accommodated on the MOD estate, they will not be bound by JSP 315 but may wish to refer to it for guidance.

9.4 Use of Regular and Reserve Military Premises

9.4.1. Regular and Reserve premises are made available for use by the CF, but may be subject to the following conditions:

a. **Prior Claim to Use.**

- 1) The Service unit in occupation of the premises has prior claim to its use. The cadet unit must arrange for the use of the premises at times when the occupying unit does not require them. Where this is not possible, suitable local arrangements are to be made to share facilities, within the requirements of the relevant Safeguarding Children Policy.
- 2) Wherever possible, Cadet units are to share facilities with cadet units of other services. The incumbent unit is responsible for ensuring that equitable use of the facility is provided to meet the requirements of all users.
- 3) Cadet units must vacate any Service premises which they are using if required to do so by the Service authorities, or if it is to close. Where a closure occurs, the reprovision of cadets will be led by the occupying lead TLB as part of any wider programme for closure and reprovision.

b. **Costs.**

- 1) Running costs¹⁴ which arise from the cadets' use of the accommodation on RFCA managed sites are to be paid in accordance with the terms of the relevant Service Level Agreement between MOD and CRFCA.
- 2) Where unoccupied MOD buildings are used by the cadets, no rent is to be charged, but the cost of heating and lighting etc is to be charged to the cadet organisation concerned.
- 3) Costs arising from damage or unfair wear and tear caused by wilful behaviour or negligence on the part of the cadet users are to be charged to the cadet unit concerned.

9.5 Non-Domestic Rates

9.5.1. **Non-Domestic Rates.** Business Rates (or National Non-Domestic Rates (NNDR)) levied on cadet premises located outside the MOD regular estate are funded by the

¹⁴ Running Costs would normally include utilities, heating, lighting, stock consumed, vehicle hire etc. Telephone and computer lines are a charge to the occupying organisation).

Department but normally paid via the RFCAs. Where they are on the regular estate, they will be funded by the wider Department.

9.5.2. **SCC.** This will be addressed in the local charging arrangements when not on the MOD estate.

9.6 Health and Safety Requirements Relating to Buildings Used by Cadets

9.6.1. **Health and Safety Requirements.** All buildings used by cadets are to conform to the requirements of Health and Safety at Work legislation. Fire Emergency Action Plans are to be posted on walls in buildings and evacuation drills carried out regularly. An occurrences book, or equivalent, should be maintained to record every incident involving Health and Safety and this should be kept for a minimum of 5 years in the event of a claim being made against the MOD. Reporting of all occurrences must be conducted in accordance with the procedures and reporting requirements set out in JSP 375 and the appropriate s-Svc H&S policy.

9.6.2. **SCC.** Where Sea Cadets use MOD buildings and facilities, they are to conform with the requirements of Health and Safety legislation and with the requirements of the host establishment. The requirements of the Sea Cadets' Safety, Health and Environmental policy and processes are also applied.

9.7 MOD Indemnification of Buildings

9.7.1. The MOD covers its own risks, including risks of damage by fire to buildings and property it owns or leases. All MOD-sponsored buildings shall form part of the Establishment Fire Safety Management Plan and be subject to regular Fire Safety Risk Assessments in accordance with Departmental policy.

[Back to Contents](#)

10 MOD Stores and Clothing to Support Training

Reference:

JSP 886 – The Defence Logistics Support Chain Manual.

10.1 MOD Stores

10.1.1. Various items, owned or funded by the MOD, are provided to CF and their units to assist in the conduct of training; these items are known as MOD stores.

10.2 Responsible Authorities

10.2.1. The MOD delegates responsibility for the supply, supervision and accounting of MOD stores to 'responsible authorities' who will advise Commanding Officers. The s-Svc responsible authorities are:

- a. **SCC**. MSSC HQ.
- b. **CCF(RN/RM)**. HQ CCF (RN) or an authority nominated by them and known as the Stores Accounting Authority.
- c. **ACF/CCF(Army)**. Army Fmn HQ.
- d. **ATC/CCF(RAF)**. HQ Air Cadets.

10.3 Responsibilities for Accounting

10.3.1. **Commanding Officer**. Commanding Officers are responsible for:

- a. Maintaining and accounting for MOD stores and clothing in accordance with JSP 886 and, for the SCC, ASCR 3.
- b. Ensuring that individuals who have delegated responsibility for the receipt, control and distribution of stores carry out their duties correctly, particularly the issue and recovery of items to individual members of the unit. Handovers of responsibility for stores are to be properly affected and recorded.
- c. The proper use of MOD stores and their safe custody when not in use.
- d. Inquiring into the circumstances if MOD stores on the unit's charge are lost or damaged and for reporting to the responsible authority.

10.3.2. **MOD**. The MOD reserves the right to charge units for loss or deterioration of, or damage to, MOD stores when this is due to negligence.

10.3.3. The MOD will accept responsibility in the following circumstances:

- a. For the deterioration of its stores as a result of fair wear and tear.
- b. When deficiencies in uniform arise from no fault of the individual and such deficiencies are 'written-off' after investigation.
- c. For loss or damage to its stores when caused by fire or storm affecting unit accommodation.
- d. For loss or damage to its stores, the cost of which is not recoverable from contractors or other bodies, arising from fire, storm or accidental damage during transit and in connection with authorised training.

10.3.4. The MOD will not accept responsibility for loss or damage to private property, however caused, and these risks are to be covered by such form of insurance as is considered necessary.

10.4 Restrictions on Use

10.4.1. MOD stores are supplied for the specific use of the unit to which they are issued and are not to be transferred to another unit or otherwise disposed of unless under the specific instructions of the s-Svc responsible authority.

10.5 Movements

10.5.1. Before MOD stores are moved to and from authorised training, the appropriate Service HQ is to be consulted for instructions. Maximum use is to be made of CF or Service vehicles but, if commercial carriers have to be used, personal baggage is not to be included in the consignment.

10.5.2. **SCC.** Movement of MOD stores is handled by the MSSC stores department in accordance with SCC ASCR 3. Some uniforms and equipment (such as No 1 uniforms), are funded through grant-in-aid but purchased, owned and supplied by MSSC. Movement of stores by MSSC is generally undertaken by commercial carriers and may include a mix of MOD and MSSC stores.

10.5.3. **Ammunition and pyrotechnics.** Regulations for the movement of ammunition and pyrotechnics are in Chap 16.

10.6 Loss or Damage

10.6.1. Except as stated in Paras 2 and 3 below, action in the event of loss or damage to MOD stores is to accord with the regulations of the appropriate s-Svc authority.

10.6.2. **Suspected criminal losses or damage to MOD stores or incidents involving arms and ammunition.** Losses or damage to MOD stores because of suspected theft, fraud, sabotage or arson, and those involving arms or ammunition, are to be reported to the appropriate responsible authority and the local civil police immediately.

10.6.3. **Discovery of lost MOD stores.** When MOD stores which have been officially reported as lost are subsequently found, this is to be reported to the responsible authority. The report is to make clear whether the items have been replaced by intent, in which case they are to be safeguarded pending disposal instructions.

10.7 Service Instructions and Scales

10.7.1. Details of s-Svc equipment available to the CF and accounting instructions are in the s-Svc CF publications.

10.8 Access to Surplus Equipment and Clothing Prior to Disposal

10.8.1. The MOD has set out clear guidelines for disposal of surplus or reusable equipment due to be written off. When the MOD updates its equipment and stores, surplus and obsolete items are sold via the Defence Sales Agency (DSA), largely through a network of marketing contractors, so as to achieve the best return for the taxpayer from the disposal of publicly funded materiel. In line with HM Treasury policy, 'Gifting' is not normally considered.

10.8.2. The MOD-sponsored CF enjoy practical support on logistics through the supply of equipment, stores and clothing from the three single Services. This is managed through a set of allowances (or 'scales') which lay down the Cadet and CFAV entitlement to clothing and equipment that can be drawn free of charge. These scales are updated annually in order that Cadets and CFAV are supported to a fair and reasonable level within the boundaries of Defence affordability and Service priorities.

10.8.3. A certain amount of MOD surplus clothing and equipment used by Cadet units will have been declared as surplus but fit for use by Cadet units, by the MOD responsible owner; this is pragmatic and is considered best value for money to Defence and the taxpayer.

10.8.4. Apart from the clothing and equipment available as detailed in the scales and allowances, extra kit can also be procured from Service clothing stores on a repayment basis. This is on the same terms as for all other Service personnel. It is worth noting that Surplus Companies may be offering manufacturers' overruns, seconds, copies, alternatives or any other product which may or may not meet the requirements or standards of the Services'-provided clothing and equipment.

10.8.5. The Service teams or owners responsible for the supply of clothing and equipment actively work to hold 'just-in-time' stocks in order to reduce costs and be more efficient. Where review identifies overstocking, all units, including the SCC Stores, will be invited to demand the stock before the disposal route, via the DSA or Responsible Authority, is taken.

10.8.6. JSP 886 states that 'at the Disposal stage, DSA will examine the various routes available to effect the most cost effective removal and sale or disposal at cost of surpluses'.

10.8.7. JSP 886 refers to the disposals approval and makes the point that the authority to approve materiel for disposal rests with the equipment owner. It goes on to provide the guidance for devising disposal plans and indicates that the Project Team leader may re-deploy equipment for training/instructional use.

10.8.8. More specifically in the case of the CF, JSP 886 refers to the CF and states that: *'the opportunity is to be provided for all Cadet Force Units to demand such stores and equipment that are declared globally surplus for authorised training purposes at cost to the Crown before such materiel is offered to other MOD or Government Departments for sale.'*

Such equipment required by Cadet Force Units is not subject to the rules for gifting and any requests for equipment or stocks should be submitted by the CF to the appropriate MOD establishment in accordance with current service instructions and Supply regulations'.

[Back to Contents](#)

11 Remuneration, Allowances (not T&S) and Food and Accommodation Charges

11.1 CFAV Remuneration

11.1.1. CF are voluntary youth organisations and most CFAV attendance at cadet training is unremunerated¹⁵. However, the CF have a small budget which can be used to remunerate CFAV for whole training days and camps. The number of days for which remuneration, in the form of Volunteer Allowance (VA), may be claimed is at the discretion of the single Service. Attendance at parade nights is not remunerated. Rates of remuneration are set out in JSP 754 and issued by the single Services.

11.2 Uniform Allowance

11.2.1. Eligibility for, and rates of, uniform allowances for CFAV and Cadets are determined by the individual CF HQ. Details of any allowances are contained in JSP 752 Part 2 and, in the case of the Army's cadet forces, in Army Dress Regulations Part 8.

11.3 Messing Charges

11.3.1. **Regulations.** The s-Svc regulations for messing charges relating to CF are contained in JSP 456, Part 2, Vol 2, Chapter 14. Below is the detail covered in chapter 14.

11.3.2. **Entitlement.** Cadet units may be directed to claim **either**:

a. **Daily Messing Rate (DMR)** with relevant supplements or Exercise (Field) DMR depending on location when:

- i. The unit is purchasing food from the MOD Food Supply Contractor
- ii. The unit is fed at a Service unit (in this case the host unit claims the appropriate messing rates)

or

b. **Cash In Lieu of Rations (CILOR)**, when it is impracticable or uneconomical to supply food from MOD Food Supply Contractor to the unit's camp. CILOR may be claimed only after prior authority has been obtained from the relevant authority.

11.3.3. **Cadet Organisations.** All MOD-sponsored cadets who are on a duty visit are required to pay 40% of the Daily Food Charge, known as 'The Cadet Contribution to Messing', for each 24-hour period or part thereof. The only exception is cadets whose families are in receipt of family income supplement or family credit; meals for these cadets are provided at DFV expense. If CFAV are in receipt of Volunteer Allowance, they are to be charged entitled rates for messing. If accommodated, they are to be brought onto the

¹⁵ Employment Act 2008 inserted s37A into the National Minimum Wage Act in order to make clear that the National Minimum Wage did not apply to CFAV.

Record of Fed Strength but not charged for accommodation. When accommodated, the full day's entitled/non-entitled messing charge is to be applied. The daily messing charges may not be abated to take account of absences from individual meals. However, for periods of absence away from the unit for 24 hours or more, provided 24 hours' notice is given and no meals are taken (and the individual is removed from the Record of Fed Strength), no messing charge is to be raised. These charges do not include extra messing. If CFAV are not in receipt of Volunteer Allowance, there is no charge for messing or accommodation.

11.3.4. For part days, units may claim the appropriate Casual Meal percentages for the meals provided. Percentages are to relate to the relevant adult or cadet DMR.

11.3.5. **Purchase of Food.** Before food can be purchased from the MOD Food Supply Contractor, a properly-constituted messing account is to be initiated and maintained in line with accounting regulations.

11.3.6. **Operational Ration Packs (ORP).** Units may be allocated ORP for training. Neither DMR nor CILOR may be claimed for days when ORP is being used. ORP demands are to be submitted at least 3 weeks in advance and requirements for adults and cadets stated separately. Units are not to accumulate surplus stocks. Any packs that are unlikely to be consumed before the expiry dates are to be notified to the parent HQ. The appropriate supplements in accordance with JSP 456 may also be claimed.

11.3.7. **Homeward Journeys.** Packed meals may be provided for homeward journeys in excess of 5 hours, costed within the appropriate percentage of the DMR/CILOR.

11.3.8. **Cadet Messing Contributions¹⁶.** For each day or part day that DMR or CILOR is claimed or ORP is issued, cadets are to make a personal contribution towards the cost of their messing. The rate is promulgated quarterly on the DMR Letter and can be obtained from FLCs. This regulation does not apply to adults accompanying cadets. Where cadet messing contributions are recovered they are to be paid to Resource Accounting Code RLB 013, Local Project Code ZZP1GZ2133 through Unit Accounts. It is the responsibility of the Cadet Force to ensure that these contributions are collected and accounted for correctly.

11.3.9. **Waiver of Cadet Charges - Exchange Visits.** Food charges, including daily messing contributions, may only be waived for International cadets who are members of a cadet exchange visit made under MOD approved reciprocal arrangements. Such a waiver is to be granted on the understanding that it is to be equally applied between the countries involved.

11.3.10. **Exemptions to Cadet Charges.** The Education Reform Act 1988 states that students in state maintained schools who are members of families in receipt of Income Support or Family Credit, must be exempted from paying cadet charges when involved in school activities with a residential element. This exemption also applies to CF within schools when students attend Service annual camps or Service sponsored training or courses, or consume ORP on activities of a residential nature. The Cadet Charge may also be waived when cadets are in support of Regular or Reserve Forces (e.g. when acting as enemy during exercise). The procedure for administering these students will be as above except that a certificate is to be given to the catering officer with the nominal roll.

¹⁶ Cadets undertaking training at NTEP sites are still required to pay the Cadet Contribution to Messing.

Copies of the certificate and the nominal roll are to accompany the messing account for audit purposes.

11.3.11. **Testing Boards.** When cadets attend a Testing Board in a military establishment, and are necessarily detained over the midday meal time, the provision of a duty meal is authorised and the appropriate claim made. In this case, no cadet contribution is to be collected. When Testing Boards are held at non-military establishments over the midday meal time and, where a midday meal from any source is impracticable, a missed meal allowance may be claimed by the individual at the appropriate rate.

11.3.12. **Adult Personnel.** Adult Volunteers who provide unpaid whole- or part-time assistance may be provided with meals at public expense while carrying out voluntary duties. Volunteers who are in receipt of pay are required to pay for all meals taken for these duties unless on exercise (this includes exercises conducted from National Training Estate Project (NTEP) sites). Volunteers who are subsequently paid retrospectively are required to pay for meals taken while on duty, unless on exercise. Other personnel paid by MOD are to be charged for meals at the appropriate daily casual meal rate.

11.3.13. **Accounting for food.** When a cadet unit is fed at a Service establishment, the host unit is responsible for all food expenditure and accounting. Collection of the cadet contribution, where applicable, remains the responsibility of the Cadet Force. When a cadet unit makes its own messing arrangement claims, expenditure and food accounting is the responsibility of the following:

- a. CCF Units – the Officer in Charge.
- b. Other units – Administration Authority.

11.3.14. Regular Forces or Reserve units responsible for administering CF can, where necessary, seek guidance and advice from the relevant Cadet HQ.

11.3.15. **CILOR Claims.** Units should apply through the s-Svc chain of command for the issue of CILOR in accordance with s-Svc regulations. JSP 456 Part 1 Vol 2 Part 7 provides further guidance.

11.3.16. **Accounting for ORP.** When DMR and supplements have been claimed and Cadet Messing contributions collected, there will be a balance due to be paid. The following procedures apply:

- a. **CCF Units.** A cheque for the balance due is to be made out, attached to the completed proforma and forwarded to the Formation HQ.
- b. **Other Units.** A cheque for the balance due is to be made payable to the appropriate authority and attached to the completed proforma and forwarded. The authority is to verify the figures and consolidate with other accounts as necessary and forward all documents and one consolidated cheque to Formation HQ.

Note: As the HMG Sub Account numbers differ between each HQ, advice should be sought on the correct number to use when completing the cheques for payment.

11.3.17. **Other Messing Arrangements.** When CF units attend annual camp on DTE sites or Week End Training Centres (WETC) where food is provided, either by short-term contract or from Regular or Reserve units, Cadet Messing Contributions are to be paid into the appropriate Resource Accounting Code through the Formation HQ.

[Back to Contents](#)

12 Medical and Accident Regulations

12.1 Medical Requirements for CFAV

12.1.1. As most appointments within the CF involve supervising young people, often in physically demanding conditions which can require quick reaction in an emergency, all potential CFAV are required to sign a certificate relating to their fitness and health, and declare any disabilities or medical condition which might affect their ability to undertake supervision of cadets and perform other duties. They may be required to undergo a medical examination. Special rules, which are available in ACO publications, apply to Gliding and Flying Instructors and to those acting as skippers or mates on yachts or motor vessels sailing offshore (available in Training Afloat Regulations & Safety (TARS)).

12.2 Medical Requirements for Cadets

12.2.1. It is expected that cadets enrolled in the CF are able to undertake the activities included in the training syllabus. However, there may be young people who wish to join but are unable to undertake all the activities because of disabilities; if the Commanding Officer and parents agree, such young people may join the cadets.

12.2.2. The parent or guardian of any cadet who suffers from, or has suffered from, any condition requiring medical treatment, is to make the unit aware of the condition and course of medication. Commanding Officers are to agree with parents and guardians any necessary limitations or restriction on the activities in which any cadet takes part and how any supervision requirements may be provided. Particular additional restrictions may be necessary, for certain activities such as solo gliding, sub-aqua or other strenuous activities. All cases will be considered on their merits.

12.2.3. The principle to be applied by Commanding Officers when deciding whether to accept or refuse any young person with a disability is that the disability should not in itself prevent a young person from joining, provided the level of extra care the cadet needs can be provided without excessive detriment to the safety and cadet experience to the cadet and other cadets in the unit.

12.3 Medical Certificates

12.3.1. Medical certificates are to be obtained by units or individuals and produced to Service authorities in accordance with Chapter 5, Section 3 of this JSP.

12.4 Medical and Dental Treatment in the UK

12.4.1. Members of the CF who require medical or dental treatment are to be treated under National Health Service (NHS) or devolved administration arrangements. If a member of the CF falls sick or is injured while attending training at a Service establishment or ship, they are to be treated initially by a health professional appointed to provide medical or dental cover for the Service-organised activity. In exceptional circumstances, treatment may be offered by the the Defence Medical Services (DMS) at their discretion. Subsequent treatment, including hospital treatment, if necessary, will not be provided by the DMS.

12.5 Medical and Dental Treatment Abroad

12.5.1. Commanding Officers are responsible for ensuring that satisfactory medical and dental cover is available for any training undertaken abroad. They are responsible for compliance with international vaccination requirements, making arrangements under EU reciprocal agreements, where applicable, and for ensuring adequate medical insurance exists. Each participant undertaking authorised training overseas must be in possession of a current and valid European Health Insurance Card (EHIC); however, residents of the IOM and Channel Islands must have valid travel insurance. Advice on these matters should be sought from local NHS authorities. Service medical and dental assistance may be available for members visiting Service units, but any assistance which might be available would only be for emergency treatment. Commanding Officers are responsible for checking the availability and extent of such assistance with the host unit or s-Svc authority, as appropriate.

12.6 Private Treatment

12.6.1. MOD will not accept liability for the cost of any private medical or dental treatment given to members of the CF, including the cost of repatriation.

12.7 Accidents and Casualties

12.7.1. **MOD liability.** Official awards may be payable to CFAV and cadets for injuries sustained when carrying out authorised Cadet Force training, or travelling on duty in a vehicle to, from or between training, provided the use of the vehicle is authorised and the injury is not because of the individual's own negligence or misconduct. For this purpose, authorised training means any CF training activity which is part of an authorised training programme devised by CFAV in accordance with instructions issued by MOD or s-Svc cadet HQs, or training organised by the Regular or Reserve Forces. Such training must be ordered by a responsible officer and is to be controlled and supervised in accordance with these regulations. Authorised training does not include rifle meetings and competitions in which people other than cadets and CFAVs take part (unless organised by the Regular or Reserve Forces). MOD will not indemnify unauthorised activities, or authorised activities which are not carried out with qualified instructors or assistants or in accordance with the rules of the MOD or appropriate National Governing Bodies.

12.7.2. CF are to ensure that all CFAV are aware of what to do in the event of an accident or emergency and have been trained in all aspects of supervision and ongoing risk assessment. Records should be kept to show that instructors and officers have received such training. To be valid, any First Aid certificates need to be in date i.e. within three years of qualification. If the activity includes diving (sub-aqua), then the First Aid qualification must comply with the requirements stipulated in the Recreational Diving Projects Approved Code of Practice.

12.7.3. CFAV are to follow the Emergency Procedures in Cadet Training Safety Precautions (CTSP) in the event of an accident or other medical emergency.

12.7.4. Prior to conducting any Cadet camp, course or weekend training the unit staff must ensure that:

- a. All Cadets and CFAV attending the event have their attendance logged in

WESTMINSTER or BADER and that their next of kin (NOK) and emergency contact (EC) details are correct.

b. All CFAV and cadets are to have up-to-date qualifications loaded onto WESTMINSTER or BADER¹⁷. CF HQ and unit contact details are to be carried in hard copy where internet connectivity is limited or not available.

12.8 Provision of First Aid Cover

12.8.1. A CFAV with a current and recognised First Aid certificate must be present during training or other cadet activity. For activities which are inherently hazardous or involve danger to personnel, the person responsible must ensure sufficient trained CFAV and First Aid equipment are available or that necessary limitations on the training programme are taken, to ensure the safety of the cadets taking part.

12.8.2. First Aid certificates must meet accepted national standards and reflect initial training of at least 18 contact hours including assessment. Re-qualification courses of at least 12 hours including assessment where they renew a previous qualification obtained over 18 hours are also accepted. First Aid certificates are current when the holder has either qualified or re-qualified within the previous three years. Qualifications that meet accepted national standards are:

- a. First Aid at Work certificates (including the First Aid at Work certificates of the voluntary aid societies) that state they meet the requirements of the First Aid Regulations 1981. This does not include the shorter Emergency First Aid at Work qualification.
- b. British Red Cross Standard or Practical First Aid certificates.
- c. St Andrew's First Aid Standard Certificate.
- d. St John Ambulance Activity First Aid Certificate.

12.9 Accident and incident reporting procedures

12.9.1. **Reporting.** There are three tiers of accident and incident and each tier has an associated procedure for reporting. The Tiers are as follows:

a. **TIER 1 – all accidents and incidents resulting in:**

- (1) **Death** of a Cadet, CFAV or third party
- (2) **Major injuries** requiring professional medical treatment¹⁸.
- (3) Incidents attracting significant media attention which could lead to the next of kin (NOK) of Cadets or CFAV to believe they have been killed or injured.

¹⁷ Weapon Handling Test records for both cadets and CFAVs should be kept up to date at all times. However, it is recognised that, at times, it may be impractical to record a WHT on WESTMINSTER or BADER IMMEDIATELY before conducting a shoot. In these cases, a record must be made in the instructor's notebook or similar and entered onto WESTMINSTER or BADER at the earliest opportunity.

¹⁸ Treatment at hospital or by a qualified medical person.

b. These types of accidents and incidents are those where immediate action must be taken. The senior CFAV at the scene is to ensure the incident is managed appropriately, which may include the provision or co-ordination of First Aid, tasking of Emergency Services and ensuring that all Cadets (whether casualties or not) continue to be supervised adequately. The senior CFAV, depending on their CF regulations and their own judgement, is then to **either**:

(1) Report the accident or incident directly to the Joint Casualty and Compassionate Cell (JCCC) on 01452 519951 (Military 95471 7325). JCCC maintains a permanent Ops room for dealing with all casualties and will notify all other agencies including the relevant Cadet HQs. JCCC has access to WESTMINSTER and BADER and can obtain the attendance lists of all Cadets and CFAV at a particular event, along with their NOK details. **JCCC will not notify NOKs that a casualty has occurred unless the Cadet HQs specifically request them to do so.**

or

(2) Report the accident or incident in accordance with CF policy and regulations. CF are to ensure JCCC is informed.

Cadet Training Safety Precautions (CTSP) contains an aide-memoire to this procedure.

c. When conducting diving (sub-aqua), if oxygen is administered to a casualty, then the Duty Diving Medical Officer (DDMO) must be contacted via telephone on +44(0)7831 151523 and the Duty Diving Standards Officer (DDSO) must be contacted on +44(0)7768 066867. Only these individuals have the authority to divert ambulances en route to a hospital with a diving casualty to a hyperbaric chamber location.

d. **TIER 2 – notifiable accidents and incidents not encompassed in TIER 1**, which include:

(1) **Injury.** Injuries arising from MOD activities including:

(a) Injuries resulting in more than 3 days off work or school, including occupational stress-related absence.

(b) Climatic injuries including hyperthermia, heat exhaustion, heat stroke, hypothermia, freezing cold and non-freezing cold injury.

(c) Injuries resulting from sporting activities, AT or CP.

(d) Injuries resulting from on- or off-duty road traffic collisions.

(2) **Near misses.** Near misses which have the potential to cause harm to personnel or damage to MOD property or equipment.

(3) **Occupational disease and dangerous occurrences.** Occupational illnesses, diseases and dangerous occurrences in accordance with Reporting

of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements under Regulation 15, Schedules 1, 2 and 3.

(4) **Equipment.** Serious damage to equipment and incidents of serious equipment failure in accordance with JSP 886.

(5) **Ammunition and explosives.** Ammunition incidents notified in accordance with AC 71855C – Regulations for Cadet Training with Cadet Weapons Systems and Pyrotechnics.

(6) **Range incursions.** Range incursions by land, sea or air.

(7) **Fire.**

(8) **Environmental incidents.** All incidents must be reported. The more obvious ones concern spillages of fuel or lubricants. Others could relate to chemicals, etc.

(9) **Enforcement action.** Any enforcement action by the HSE, EA, local authority or their equivalents in Scotland, Northern Ireland or overseas.

e. **Procedure.** The following procedure must be followed in the event of a notifiable accident:

(1) The senior CFAV at the scene is to:

(a) Report the accident or incident immediately to the s-Svc Cadet HQ via their chain of command if appropriate in accordance with CF HQ policy.

(b) With the exception of SCC, who have their own online reporting process and form, complete MOD Form 492 and send to s-Svc CF HQs.

(2) Report the accident or incident in accordance with s-Svc CF policies and regulations.

f. **TIER 3 – minor accidents or incidents.** A minor accident is classed as one not requiring hospitalisation. The following action is to be taken:

(1) The senior CFAV at the scene is to report the accident or incident immediately to the s-Svc CF HQ in accordance with the CF HQ policy. Further reporting is to be in accordance with CF regulations.

(2) The report is to be backed up by the completion of MOD Form 492, with the exception of SCC who have their own online reporting process and form. This is the responsibility of the Commanding Officer, who is to forward a copy to the chain of command.

12.9.2. **Investigation.**

a. The type of investigation or inquiry needed following an accident or incident depends on its severity. Full details are contained in JSP 375, Vol 2, Leaflet 14 and in CF HQ policies. An accident resulting in death or serious injury, or which

may have significant health or safety implications, is likely to be subject to external investigation; civil or military (or both).

b. Copies of all documents which could be relevant to a future claim should be retained on file by the unit concerned in line with s-Svc CF HQ policies and regulations.

12.9.3. **Aeromed Illness or Injury.** In the case of aeromed illness or injury, the Joint Casualty and Compassionate Cell (JCCC) will be involved and will confirm the flights. In such circumstances, Cadet Force Adult Volunteers (CFAV) would be expected to act as escorts to cadets under the age of 16 and would be permitted to travel at the CNFP rate. If there are no CFAV available to escort the cadet(s), then Unaccompanied Minor (UNMIN) status may be authorised, subject to the guidance given in JSP 800 Vol 2. An example of where a CFAV escort might not be available is where removing individual CFAV(s) for escort duties might leave the remainder of the Cadet Force party without adequate supervision at the required staffing ratios. Individual cases should be staffed through the s-Svc chain of command by the relevant HQs Duty Officer who should use JCCC.

12.10 Claims

12.10.3. Claims for compensation arising out of accidents sustained by CFAV or cadets are to be submitted in accordance with s-Svc CF regulations.

12.11 Compensation Awards

12.11.1. **Commissioned CFAV.** Awards of pensions, gratuities or disablement allowances in respect of death or permanent injury as a result of service in the CF made to officers or their dependents, will be at the rate and subject to the conditions currently in force for officers of the Army Reserve or RAFVR (T) as applicable.

12.11.2. **Commissioned CFAV widows.** An attributable pension and gratuity may also be awarded to the spouse or dependent children of an officer whose death is accepted as being attributable to Service. In the case of an officer with no spouse or dependent children, a gratuity may be payable to the estate.

12.11.3. **Non-commissioned CFAV.** Other CFAV injured during authorised CF training may be awarded a disablement allowance, but such awards are made ex-gratia and not as an entitlement.

12.11.4. **Cadets.** If a cadet suffers injury, illness or death while engaged on cadet activities his or her case will be considered by the Service of the section to which they belong and any award which may be made will be on an ex-gratia basis.

12.11.5. **Service-related benevolent funds.** Service-related benevolent funds may be approached for financial assistance where death or injury occurs while on official duty or stems directly from such duty.

12.11.6. **Funeral expenses.** The payment of funeral expenses and grants is admissible in respect of members of the CF who die while on official duty, or where death is attributable to duty. More details can be found in JSP 751, Vol 2, Chapter 3.

[Back to Contents](#)

13 Training – General

13.1 Definition

13.1.1. Training in the CF is defined as all activity involving cadets, and the training delivered to CFAV for their roles in the CF. Training includes the following types:

- Leadership and citizenship training
- Adventurous Training (AT)
- Challenge pursuits (CP)
- Military Training
- Events and ceremonial
- Sport
- Competitions
- Adults' role training
- Adults' leadership and youth work training

13.1.2. Training is the main constituent of the Cadet Experience, which is the sum of all the activities in which any given cadet takes part within the cadet environment, and which, as a whole, confers benefits and life skills in accordance with the aim of the CF. It is the means by which cadets and CFAV develop invaluable qualities such as a sense of responsibility, self-reliance, resourcefulness, endurance, self-discipline, teamwork, self-confidence, perseverance and selflessness.

13.2 Purpose

13.2.1. Training is to be designed to contribute to the aims of the CF as described in Chapter 1 of this JSP.

13.2.2. A key principle in designing training is that it must be fun. Both CFAV and cadets are volunteers, and the fun element is crucial in motivating and retaining them, so they gain the full benefit that membership of a CF offers.

13.2.3. Military training, including opportunities to witness and participate in the life of both Regular and Reserve Service units, seeks to impart a basic knowledge and understanding of the role of the Armed Forces, and to make cadets aware of the opportunities and responsibilities of a career in the Regular or Reserve Forces.

13.3 Cadet Force Activities Indemnified by MOD

13.3.1. MOD Indemnity for the CF is as follows:

- a. MOD Indemnity cover is provided to all members of the MOD-sponsored CF while engaged in authorised activities. Cover under this schedule is provided by the MOD at no cost to individual CF and units.
- b. MOD indemnifies members of the Cadet Forces in respect of their legal liability to pay compensation for causing injuries to third parties or accidental damage to third party property arising out of authorised Cadet Forces activities, provided:

- i. The activity is recorded and authorised as part of the syllabus or within the ethos of the CF.
- ii. The activity is overseen and tutored by qualified instructors and carried out using best practice guidelines laid down by the appropriate national bodies.
- iii. Appropriate risk assessments are carried out.
- iv. The appropriate protective clothing is worn for the activity being undertaken.
- v. Caveats (detailed on list) must be fully complied with to ensure cover is validated

13.3.2. A list of cadet activities indemnified by MOD will be promulgated by DIN from time to time. Any amendments or additions are to be recommended by CF HQ to RF&C and must detail the benefits Cadets would gain from that particular activity.

13.3.3. Activities not listed may still be undertaken, with CF HQ approval, but personnel will be required either to self-insure or to be insured by a cadet organisation.

13.4 Permitted Scope of Training Activities

13.4.2. Each CF is to produce documentation describing the scope and syllabus of the training it offers. The activities indemnified by MOD are promulgated from time to time in a DIN.

13.4.3. CF regulations are to specify that training activities outside the scope of the CF syllabus may be undertaken only with formal prior approval from the chain of command. The regulations are to document a route for requesting approval to conduct any training which falls outside the documented syllabus, and state at what level in the chain of command these requests may be approved.

13.5 Types of Training

13.5.1. Each CF is to follow a programme or syllabus appropriate to the individual Cadet Force, although certain subjects such as drill and First Aid are common to all. In addition, cadets and CFAV have the opportunity to participate in Adventurous Training activities and Challenge Pursuits which cover such activities as canoeing, climbing and mountain-biking.

13.5.2. **Uniformed CFAV training.** Uniformed CFAV are required to attend formal training courses so they may acquire the knowledge and confidence to act as credible and safe uniformed supervisors of cadet training.

13.5.3. **Cadet training.** Training opportunities for cadets occur during weekly parades, whole-day and weekend training periods, at annual camps and courses including AT exercises and CP.

13.6 Staff Responsibilities and Qualifications

13.6.1. **Responsibilities.** Within the parameters laid down by the MOD, CFAV are responsible for the planning and conduct of the training programme, for training and supervising their cadets and for the provision of suitably qualified instructors.

13.6.2. **Staff qualifications.** The individual CF is to ensure that CFAV responsible for planning, organising and supervising all forms of training are qualified and authorised for their roles. A system of authorising activities is to be in place so that no individual CFAV can plan and execute any activity without approval from a higher authority. Such approval may be given in regulations or standing instructions for regular activities.

13.7 Planning Principles

13.7.1. **Balance.** The balance between military-themed training and AT/CP is to be 60%/40% in favour of military-themed training.

13.7.2. **Records of achievement.** Records of training achievements and attendance are to be maintained for all CFAV and cadets. Individual CF are to offer cadets and adults certificates or records of service and achievements which they may use as they wish.

13.7.3. **Safety.** It is accepted that training includes an unavoidable element of risk. All training is to be conducted with the aim of keeping the risk of personal injury and *materiel* damage as low as reasonably practicable. Training is to be planned and conducted in accordance with the Safe System of Training (SST), which is described in Chapter 16 of this JSP, in relevant single CF regulations and in subject-specific documentation. Responsibility for safety rests with the entire chain of authority from MOD and the CF HQs down to the individual CFAV in charge of a training activity.

13.8 Publications

13.8.1. **CF training instructions.** CF training instructions are:

- a. **SCC.** Training Afloat Regulations and Safety 2014 (TARS), Sea Cadet Regulations and appendices (SCR), including Appendix 1 to SCRs.
- b. **CCF(RN).** RN Sections Syllabus and Training Afloat Regulations and Safety 2014 (TARS).
- c. **CCF(RM) sections.** RM Cadet Training Syllabus.
- d. **ACF/CCF(Army).** Cadet Training Manual (Vol I and II) Army Code No 71462 and 71463, ACF AT and OCP Manual and ACF Regulations (AC14233).
- e. **ATC/CCF(RAF).** Air Cadet Publications and Air Cadet Training Instructions.

13.8.2. **JSP 419 - Joint Service Adventure Training (JSAT) Scheme.** This document lists the tri-service adventurous training courses, conducted to recognised standards by appropriately qualified instructors, available to all servicemen and women.

13.8.3. **Army General Administrative Instructions (AGAls).** Chap 11 of Vol 1 of AGAls covers the conduct of AT and CP activities. Further details on AT and CP are at Chap 15 of this publication.

13.8.4. **Range training.** Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics (AC 71855C) contains the regulations for cadets training with cadet and infantry weapons systems and pyrotechnics.

13.8.5. The L98A2 Cadet GP Rifle (5.56 mm), L86A2 Light Support Weapon and Associated Equipment 2014 (AC 71807C) covers Skill at Arms Instruction with the L98A2 Cadet GP Rifle and L86A2 Light Support Weapon.

13.8.6. **Cadet Training Safety Precautions (CTSP) (Army Code 72008).** The aim of CTSP is to provide information and assistance to CFAV and other personnel who provide support and training to the CF. It provides CFAV with specific guidance for dealing with accidents, incidents and safeguarding issues and is to be carried at all times by adults supervising Cadet training. If it is not practical to do so due to the nature of the activity, it is to be located with the nearest immediate form of communication e.g. mobile phone or radio. CFAV are required to undergo familiarisation of CTSP as part of their initial training, and subsequently when any amendment is issued. The format of the familiarisation training is at s-Svc discretion.

13.8.7. **JSP 313 – The Combined Cadet Force Manual.** JSP 313 lists the regulations that are peculiar to the CCF and should be read in conjunction with this JSP.

13.8.8. **The Countryside Code.** To ensure continued access to areas of the countryside for training and to teach a responsible attitude to the environment, all cadets are to be aware of and comply with the Countryside Code or its equivalents in Wales, Scotland and Northern Ireland.

13.9 Personnel in support of training

Military

13.9.1. **S-Svcs.** Each Service has its own system for providing training assistance to units using Regular and Reserve officers and NCOs. Details of s-Svc support are in the s-Svc manuals.

13.9.2. **The Cadet Training Centre.** The Cadet Training Centre (CTC) is located at Frimley Park in Surrey. The charter of the CTC establishes it as the focus of training for officers, adult instructors and cadets, and to be a source of inspiration to the whole cadet movement but particularly CCF(Army) and ACF.

Civilian

13.9.3. Appropriately qualified instructors from outside the CF may be required to teach certain subjects when CFAV with the necessary knowledge are not available, such as instruction in First Aid and AT/CP. A CFAV must still accompany the cadet party on all its training.

13.10 Fundraising

13.10.1. **General.** Cadet Force Units may raise funds either for their Units to support cadet activities or to benefit charities and the local community. The MOD will indemnify cadets and CFAV for any fundraising of a non-hazardous nature they undertake, provided the activity has been approved by the relevant personnel within the CF and the appropriate risk assessments have been carried out and implemented.

13.10.2. Licensing authorities for fundraising activities outside London are the local borough councils; for those within London, the Metropolitan Police Service is the licensing authority.

13.10.3. **Methods of Fundraising.** There are various methods of fundraising and some of the most frequently used are Gift Aid, street collecting, charity walks, appeals, bag-packing and one-off events.

13.10.4. **Wearing Uniform.** CFAV and Cadets must comply with the s-Svc and CF HQ regulations for the wearing of uniform when conducting fundraising activities.

13.10.5. **Public Relations.** CFAV are to remind their cadets that they are representing their Cadet Force when in the public eye, and should behave accordingly, so that a good impression is created.

13.11 Cadet Force Support to UK Local Authorities and Emergency Services

13.11.1. The authoritative policy is contained in *Operations in the UK: The Defence Contribution to Resilience* (Joint Defence Publication 02 (paras 255 to 157)) which is available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/28469/JDP02Ed2.pdf.

Requests for the use of premises

13.11.2. There is a distinction between sites wholly-owned by MOD and those that are not.

13.11.3. For MOD-owned sites, any support provided during a crisis would be provided as Military Aid to the Civil Authorities (MACA). Therefore, the support would likely be generated through the Strategic Coordination Group (SCG) (normally chaired by a senior police officer) and on which the Joint Regional Liaison Officer (JRLO) sits. As such, there should be no direct approach for support made by a local authority or the emergency services to any MOD site owner, rather it would come through the JRLO. The JRLO would then start the process to determine which sites might be suited to meet the needs of any request and then feed that up to the Standing Joint Commander (UK). The key is to ensure that Defence support is consistent across an area and is coordinated.

13.11.4. Therefore, in a crisis, any requests for support made directly to a cadet unit on a MOD-owned site should not be accepted. Instead, the requester should be directed to the JRLO who is based at each Army Regional Brigade headquarters. Any support would be provided under MACA and the JRLO will advise on the charging arrangements for that support. Premises should not be opened up without first having been through the JRLO.

13.11.5. For sites not owned by the MOD, it is for the owner of the site to grant permission for it to be used and to ensure that appropriate public liability insurance is in place.

Requests for volunteers

13.11.6. Where local authorities or the emergency services approach cadet units for volunteers to help with operations, this may be supported, provided the volunteers are willing, correctly trained and equipped, and that sensible precautions are taken. Authority to carry out any activity must be given by the appropriate Delivery Duty Holder before the activity takes place.

13.11.7. This means that:

- a. risk assessments must be carried out and the activities approved according to single Service Cadet Forces' policies and procedures;
- b. volunteers must have the necessary skills and competence for what they are being asked to do;
- c. any equipment used must be fit for purpose;
- d. unnecessary risks must not be taken;
- e. volunteers must operate under the guidance, direction and control of the local authority or the Emergency Services; and
- f. safety kit and equipment must be cleaned properly after use.

Indemnity and Insurance

13.11.8. The support outlined above accords with the ethos of the Cadet Forces and, when approved under single-Service Cadet Force policies and procedures, constitutes authorised cadet activity, and as such is indemnified by MOD under the liability provisions set out in 2013DIN07-148: MOD Sponsored Cadet Force Activities Indemnified by MOD.

[Back to Contents](#)

14 CFAV Training

14.1 Initial Qualifying Courses

14.1.1. Individual CF are to ensure that all CFAV are trained properly for their specific role in the CF; this includes the requirement to attend initial qualifying courses.

14.2 Further Training

14.2.1. CFAV are encouraged to undertake advanced training courses which aim to promote a greater variety of purposeful and interesting cadet training. Before undertaking any courses, the approval of the CFAV's CF is to be obtained.

14.3 Cadet Vocational Qualification Organisation (CVQO)

14.3.1. CFAV can also obtain qualifications through CVQO and more information can be found at paragraph 15.16.

14.4 Availability of Courses

14.4.1. Courses available to CFAV are published as follows:

- a. **SCC.** The National programme of SCC Courses is on WESTMINSTER. SCC courses are available to cadets and CFAV of other CF by special arrangement. WESTMINSTER is used for course applications and administration.
- b. **ACF/CCF(Army, RN and RM) courses.** ACF, CCF(Army, RN and RM) courses are publicised on WESTMINSTER.
- c. **ATC/CCF(RAF) courses.** ATC/CCF(RAF) courses are promulgated by HQ Air Cadets on BADER and in Corps Routine Orders and Branch Routine Orders.
- d. **Approved civilian courses.** Civilian courses of interest to the CF are publicised in Joint Service Defence Information Notices (DINs) and individual Service Routine Orders. The existence of a course which is published in DINs, and which is open to CFAV, does not necessarily mean that such courses may be undertaken at public expense. Prior approval from the chain of command is required before attending these courses.

14.4.2. Applications should be submitted in the form prescribed by sponsoring authorities, subject to approval from CF HQ.

[Back to Contents](#)

15 Cadet Training

15.1 General

15.1.1. **Syllabus training.** The conduct of training on unit and CF premises should be in accordance with the syllabi published by CF HQ.

15.1.2. **Field training.** Field training offers opportunities to apply the training given in units and broaden the knowledge and experience of cadets. Range firing, waterborne training, visits to Regular and Reserve units, self-help camps and AT and CP may be programmed. Nominal rolls should be provided to host units in advance of the visit.

15.1.3. **Service camps and courses.** Regular units or establishments sometimes provide a fully-administered firm base from which units may train. All Services provide camp and course facilities, which may be open to cadets from other CF, and these may also take place abroad.

15.2 Adventurous Training (AT) and Challenge Pursuits (CP)

References:

JSP 419 – Joint Service Adventurous Training (JSAT) Scheme
Army AT and OCP Manual
BR 4024
AGAI Vol 1 Chap 11
AP 3342 – RAF Physical Education Policy and Administration
Air Cadet Adventure Training Instructions (ACATI)
Training Afloat Regulations and Safety 2014 (TARS)

15.2.1. Adventurous Training is defined as ‘Challenging outdoor training for personnel in specified adventurous activities, involving controlled exposure to risk, to develop leadership, teamwork, physical fitness, moral and physical courage, among other personal attributes and skills vital to operational capability’.

15.2.2. Challenge Pursuits are defined as ‘challenging activities which are not covered under Adventure Training but include those other activities in which cadets participate’.

15.2.3. AT and CP involve activities which are arduous and involve an inherent element of risk. Both AT and CP are designed to develop the courage and endurance of cadets and to help develop their full potential.

15.2.4. AT covers those activities included in JSP 419 as follows:

- Off Shore Sailing
- Sub Aqua Diving
- Canoeing/Kayaking
- Caving
- Rock Climbing
- Winter Climbing
- Joint Service Mountain Guide
- Mountain Biking

Parachuting
Paragliding
Gliding
Mountaineering (Summer, Winter and Alpine)
Skiing

15.2.5. AT and CP expeditions may include activities which can be counted towards qualifying cadets in the Expedition Training module of cadet training or the Duke of Edinburgh's Award Scheme.

15.3 Authority to undertake AT and CP

15.3.1. Some AT and CP (e.g. canoeing and afloat training for Sea Cadets and CCF (RN)) are approved as a matter of course and documented in single CF regulations.

15.3.2. Permission to undertake AT and CP, other than those authorised in routine regulations, is to be obtained in writing from the appropriate single-Service and Cadet Force. The activities must follow the prescribed rules of the JSAT Scheme, accredited central National Governing Bodies (NGB) or CF regulations where applicable. For the activity to be approved, details of the adults and their qualifications must be given. Qualifications of adults must be verified periodically to ensure they are appropriate and current. Where there is no NGB, the Commanding Officer must refer the activity up the chain of command.

15.4 Conduct of AT and CP

15.4.1. The MOD's acceptance of liability for AT and CP as authorised cadet activities is conditional on the appropriate safety rules being obeyed. A list of activities which, when properly authorised and carried out in accordance with appropriate safety rules, may be indemnified by MOD, is set out in 2013DIN07-148: MOD Sponsored Cadet Force Activities Indemnified by MOD.

15.5 Qualifications of Cadet Force Adult Volunteers (CFAV) and other adults

15.5.1. CFAV and other adults from outside the CF who are responsible for instructing, leading or supervising cadets during their participation in AT or CP are to be qualified in accordance with:

- a. Regulations in JSP 419; or
- b. Civilian NGB-recognised qualifications which allow adults to lead the activities concerned; or
- c. s-Svc Regulations.

15.6 Use of Civilian AT and CP Providers

15.6.1. A unit may hire civilian AT or CP providers only if their instructors' qualifications are cleared in advance by the Commanding Officer, they have full comprehensive insurance cover and hold Enhanced Disclosure from the D&BS. All civilian AT providers'

instructors must present photocopy proof of their NGB qualifications, Disclosure clearance and insurance cover. If a civilian provider is used for AT or CP with cadets, a CFAV must still accompany the cadet party on all its training.

15.7 Medical Suitability of Cadets

15.7.1. In order to assess their medical suitability, cadets' parents or guardians are required to complete a parental certificate before the cadet takes part in AT or CP. The form must ask for a statement of any relevant medical conditions and medication being taken by the cadet. The form is to be passed to the CFAV in command of the activity.

15.8 Training Afloat

15.8.1. Regulations for training afloat are as per National Governing Bodies, in Training Afloat Regulations and Safety (TARS) which apply to all the CF, and AGAI Vol 1 Ch 11 and 18 which apply to the ACF, and ACATI which apply to the ATC and CCF (RAF).

15.9 Shooting Policy

15.9.1. Shooting in the MOD-sponsored Cadet Forces is an integral and valuable element of achieving its aims as a national UK youth movement, and is, for many, a vital part of the 'cadet experience'. It is an activity open to all. There is no encouragement of violence or aggression.

15.9.2. All cadets should be given the opportunity to shoot. The degree to which shooting forms a compulsory part of the syllabus is a matter for individual services. Cadets should also be given the opportunity, the training, the equipment and the facilities to become excellent competitive shots in the discipline of their choice.

15.9.4. Field training is a valuable and attractive part of cadet training. It should be conducted with cadets carrying GP rifles whenever appropriate. This will add to the realism and seriousness of the training, and so enhance its value.

15.9.5. As part of the pursuit of excellence, and to make the most of the investment in shooting, cadets may be given the opportunity to prepare for shooting at the highest level in the adult world, and training, facilities and equipment must reflect this.

15.9.6. To develop character effectively, and to stimulate interest and appreciation of shooting, introduction to, and training in the use of firearms should progress from the simple and undemanding to the difficult and demanding. To sustain enthusiasm and nurture talent, a variety of types of shooting should be available, from the air rifle used in cadet huts to the full-bore long-range rifle for target shooting on open ranges.

15.9.7. The training and qualifications for those running and supervising cadet shooting should be designed to match the specific circumstances of the cadets.

15.9.8. Cadets should be able to use civilian rifle club facilities when this makes shooting easier without weakening the value of the training. The activity is either planned and conducted by appropriately qualified military range staff on an MOD range with the cadets on duty, or is conducted as a civilian activity by range staff who hold the appropriate civilian range qualification. Civilian activity may also take place on military ranges

providing appropriate insurance is in place and clearance has been given in accordance with JSP 403.

15.9.9. Suitable and willing cadets should be trained and encouraged to take more responsibility in preparing fellow cadets for shooting, and in coaching during shooting. This added responsibility must take full account of the MOD Health and Safety policy.

15.9.10. The organisation of shooting and the training of instructors for all four of the MOD's CF should be coordinated (but not controlled) centrally at an appropriate level, in order to make the most effective use of resources and to make shooting easier to conduct. This policy should not reduce the independence of each service.

15.9.11. One all-embracing document is required covering all policy aspects of cadet shooting. The authoritative and amended version is to be available via WESTMINSTER and BADER. The regulations for cadet shooting are in AC 71855C – *Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics*.

15.9.12. Guidance on cadet shooting policy is given by the SASC Assistant Chief Instructor, at the CTC Frimley Park and in consultation with the cadet movement to ensure that the policy is relevant to CF.

15.9.13. The Cadet Movement must be ready and willing to embrace new technology in shooting. Such technology must support the Cadet Shooting Policy, maintaining its variety of choice, its challenge to excellence, and remain a means of personal development. Simulated shooting, however sophisticated, can only be a training aid and not a substitute for real firearms.

15.10 Weapons Training and Use of Firearms

15.10.1. Regulations for Weapons Training and the Use of Firearms for all CF can be found in AC 71855C – *Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics* and s-Svc publications.

15.11 Flying and Gliding

15.11.1. Regulations for Flying and Gliding in the CF are found in JSP 550, Chapter 7 Regulation 365 or as per NGB regulations.

15.12 Sub Aqua (Diving)

15.12.1. Regulations for Sub Aqua (Diving) in the CF are to be in accordance with NGB Regulations and Guidelines, Diving at Work regulations 1997 and the associated Recreational Diving Projects Approved Code of Practice. In addition, Chapter 3 of BRd 2860 (5) – UK Military Diving Manual (Joint Services Sub-Aqua Diving Regulations) contains specific regulations for MOD-Sponsored Cadet Forces Diving.

15.13 Military Training areas and Ranges within the UK

15.13.1. Cadet units may use the following training areas and ranges within the UK to support their training needs:

- a. RFCA Training Estate – bids for the use of RFCA Ranges and training facilities should be made in accordance with RFCA policies and procedures.
- b. Defence Training Estate – all MOD-sponsored cadet units are authorised users of the Defence Training Estate and may book training facilities that are suitable for their training needs in accordance with the policy, priorities and procedures specified in JSP 907 – Use of the Defence Training Estate.
- c. S-Svc Training Facilities – cadet units may request use of s-Svc ranges and training areas such as barrack ranges or barrack backdoor training areas that are maintained and allocated by s-Svcs outside the JSP 907 booking process. Cadet units are to comply with s-Svc policies and procedures for booking and using such facilities.

15.13.2. **Application.** The forms for applying for authority to make a reconnaissance and to carry out AT and CP, as well as the provision of Service transport and maps, are available from the s-Svc CF HQs.

15.14 Training Over Private Land within the UK

15.14.1. Cadets may bid for use of Training Over Private Land (TOPL) within the UK, particularly for adventurous training. The policy and procedures for requesting use of TOPL are specified in the following documents:

- a. JSP 362 Vol 2 Leaflet 6 – Training Over Private Land in the United Kingdom
- b. DIO Practitioner Guide 02/11 – Training Over Private Land (TOPL)

15.15 Duke of Edinburgh's Award

15.15.1 Cadets and young CFAV are encouraged to take part in the Duke of Edinburgh's Award. The scheme was set up in 1956 and allows young people aged between 14 and 25, whether able-bodied or with special needs, an opportunity to experience challenge and adventure, acquire new skills and make new friends. It includes among its aims the fostering of self-discipline, enterprise and perseverance - aims which are closely allied to those of the CF.

15.15.2. CF are encouraged to incorporate the appropriate standards and stages of the DofE Award into their respective syllabus of training and extramural activities. Participation in cadet activities, even if not planned as part of the DofE Award, may be counted as contributing towards the requirements for gaining awards in the scheme.

15.15.3. **Responsibility for Conditions and Standards.** Responsibility for ensuring that the conditions and standards of the DofE Award are adhered to lies with the following 'Operating Authorities':

- a. CCF – CCFA.
- b. SCC – MSSC HQ.
- c. ACF – ACFA.
- d. ATC – HQ Air Cadets.

15.15.4. The MOD accepts liability for cadets taking part in DofE activities organised by the CF, provided the safety precautions required for the activity, as laid down in the appropriate CF publications, are applied.

15.16 Cadet Vocational Qualification Organisation (CVQO)

15.16.1. All CVQO-led qualifications are directly linked to community, social action and volunteering. Its qualifications are carefully mapped to the training programmes of the Cadet Forces, meaning that, with only a little extra work on top of their usual activities, volunteering and community commitments can be validated with something widely recognised by schools, colleges, universities and employers.

15.16.2. CVQO-led qualifications for young people (13-18):

- a. Pearson BTEC Level 1 in Teamwork, Personal Skills and Citizenship (SCQF Level 4)
- b. Pearson BTEC Level 2 in Teamwork and Personal Development in the Community
- c. Pearson BTEC Level 2 in Music for Practical Performance
- d. Pearson BTEC Level 3 in Public Services
- e. Pearson BTEC Level 3 in Music within the Uniformed Services
- f. Pearson BTEC Level 3 in Sport
- g. ILM Level 2 in Leadership and Team Skills (SCQF Level 5)
- h. ILM Level 2 in Effective Team Member Skills
- i. ILM Level 3 in Leadership and Management (SCQF Level 6)

15.16.3. Professional development qualifications:

- j. Pearson BTEC Level 3 in Education and Training
- k. ILM Level 2 in Effective Team Member Skills
- l. ILM Level 2 Award in Leadership and Team Skills (SCQF Level 5)
- m. ILM Level 3 Award in Leadership and Management (SCQF Level 6)
- n. ILM Level 4 Award in Leadership and Management
- o. ILM Level 5 Certificate in Leadership and Management
- p. City & Guilds Level 4 Licentiateship in Leadership and Management
- q. City & Guilds Level 5 Affiliateship in Leadership and Management
- r. City & Guilds Level 6 Graduateship in Leadership and Management
- s. City & Guilds Level 7 Membership in Leadership and Management

15.16.4. **Contact Details:** CVQO can be contacted through www.cvqo.org or at: CVQO, 3 Archipelago, Lyon Way, Frimley, Camberley, Surrey, GU16 7ER. Tel: 01276 601701.

16 Safety

16.1 Safety Management

16.1.1. The existence of the CF depends on an understanding between the MOD and parents that when engaged in cadet activity, their children are given levels of care and supervision at least as effective as those which the parents themselves provide. All levels of each CF are to develop and maintain a comprehensive safety culture and safe system of training (SST) to ensure that this is so. This culture is to include a reporting system by which the MOD is assured that the safety system is fit for purpose and operating effectively.

16.1.2. The key elements of the SST are:

- a. **Safe persons** – achieved by training, instruction, briefing and preparation of participants who are qualified, current, mature and competent.
- b. **Safe equipment** – suitable for purpose, properly maintained and controlled with a current Safety Case.
- c. **Safe practice** – using safe processes in accordance with rules, arrangements, procedures, codes of practice, guidance and the control measures, including appropriate Personal Protective Equipment (PPE) as identified in Risk Assessments and the Safety Case.
- d. **Safe place** – a place selected as suitable for its safe properties, properly maintained, with safe access and egress and under appropriate control as identified by a site-specific risk assessment.

16.1.3. The following are additional elements of the SST:

- a. **Communication** - access to relevant rules, instruction manuals and guides, effective communication between all levels from youngest cadet to MOD.
- b. **Qualified staff** - suitably trained and qualified CFAV.
- c. **Planning** - activities are to be properly planned and prepared.
- d. **Risk Assessment** – appropriate Risk Assessments are to be made and control measures taken to moderate necessary risks.
- e. **Supervision** - effective supervision, instruction and control of cadets.
- f. **Urgency and emergency** – provision, preparation and briefing for foreseeable incidents.
- g. **Maturity and stamina** – adjustment of activities to accommodate the variation in stamina and maturity of cadets.
- h. **Improvements** - corrective and preventive arrangements to respond to

investigations, assessments, reports, feedback and incidents.

- i. **Safety assessment** - Inspection and audit of safety compliance.
- j. **Assurance** - a safety assurance reporting system.

16.2 Documentation

16.2.1. CF are to maintain their own safety documentation, which should be clear, concise and provide sufficient detail to enable CFAV to be aware of the processes and methods to be followed.

16.2.2. The overarching safety principles applicable to all CF are contained in this JSP.

16.2.3. Safety procedures applicable to all CF, aimed at Unit command and individual CFAV level, are contained in CTSP and other associated CF HQ documentation.

16.2.4. Activities undertaken by cadets are to be documented in safety and training instructions. This documentation may be prepared and maintained by an external subject matter expert such as a National Governing Body, by MOD in the form of a JSP or DIN, by individual CF, or by combinations of these bodies. Note that some MOD JSPs are written for adult Regular Services participants, and may not in themselves include the full safety provisions appropriate to Cadet activity. Where this is the case, RF&C Div or the s-Svc CF HQ is to provide amplifying documentation for use in the CF.

16.3 Training of CFAV and Adults Supervising and Instructing Cadets

16.3.1. Adults engaged in regular instruction and supervision of cadets are to be trained for their roles. Apart from the subject matter expertise required by the activity, the training is to include coverage of appropriate level of risk assessment, emergency response, First Aid and safeguarding. This also applies to service personnel who are required to participate in cadet activities as part of their Service employment. Service personnel are to be reminded that Cadets are not junior members of the Armed Forces and, therefore, are to be treated appropriately.

16.4 Planning of Training and Activities

16.4.1. CF training and activities are to be planned, prepared and communicated to those taking part, with special attention to the safety aspects and risk assessment as described below.

16.4.2. Details of any Cadet activities that take place away from the Unit are to be entered onto the appropriate Management Information System along with a nominal roll and other supporting information. This is required so that, in case of a serious incident or accident, JCCC can access the required information automatically and without delay.

16.5 Risk Assessment

16.5.1. CF activities are to be subject to a documented risk assessment process. This process may be based on model or template risk assessments for any given

activity, but is invariably to be completed by inclusion of local and temporary risks. Risk assessments are to assess and list significant risks of an activity, and the appropriate risk reduction measures, known as control measures. Risks are to be reduced by control measures to a level that is as low as is reasonably practicable (ALARP). Risk assessments are to be reviewed periodically and whenever any safety assumption changes. Any suitable format may be used. Risk assessments are to be retained for at least 3 years, or for the duration of any investigation if longer.

16.5.2. When changes to planned activity have to be made in the field or at short notice, the adult responsible is to conduct a risk assessment embodying the changes, and is to record the changes and ensure that all staff and cadets are briefed of any new risk and control measures required.

16.6 Briefing of CFAV and Cadets

16.6.1. All CFAV are to be fully briefed on activities and their roles before the activity begins. Briefings are to include the control measures identified in the risk assessment, and first responses to foreseeable emergencies. Briefings given to cadets are to take account of their ages, attention spans and levels of experience of the subject covered.

16.7 Safety Assessment and Inspection

16.7.1. CF are to implement safety assessment and inspection regimes to check that their safety systems are effective. These regimes are to include regular formal and informal safety assessments of Units, and of non-Unit activities and events. Assessments are to be reported up the chain of authority as described in paragraph 15.8 below.

16.8 Assurance and Reporting

16.8.1. All levels of the CF are required to report the results of safety assessments up the chain of authority. Ultimately, each CF HQ is to render periodic safety assurance reports to RF&C. These are considered at meetings of the Cadet Safety Working Group, and any lessons of general value learned are fed back to individual CF.

16.8.2. In addition to routine assurance reports, the following should be reported immediately, followed with the findings of any investigation:

- a. Incidents, accidents, near misses and safety lessons learned;
- b. Adverse comments by regulatory authorities;
- c. The issue of prohibition and improvement notices;
- d. Adverse comments in the public sector on CF safety standards.

16.8.3. Incident and accident reporting requirements are described in Chapter 12

16.9 Possession of Weapons, including Knives

16.9.1. When on training, CFAV and cadets are not to use or carry any firearms other than those authorised for cadet use appropriate to the training, nor may they use or carry

replica firearms. It is an offence under the Criminal Justice Act 1988 to carry in a public place without justification and authority any article which has a blade or is sharply pointed except a folding pocket knife with a cutting edge to its blade of less than 3 inches in length.

16.9.2. CFAV are, therefore, only to carry a knife with a fixed blade on properly authorised training and only if that training demands it. Cadets are not to be in possession of those knives proscribed above at any time when on Cadet Force duty.

16.9.3. Cadets found in possession of knives or other dangerous weapons (excluding authorised firearms under supervised conditions) are to have the items confiscated and returned when they go home, or given to the parent or guardian as soon as possible thereafter. Where the item is clearly illegal, it should be retained and the matter reported to the Commanding Officer or equivalent as soon as possible. The matter may then be reported to the Civil Police.

16.9.4. A person who is not a member of the Cadet Forces will not be permitted to handle full-bore Service weapons under any circumstances unless they are members of the Regular or Reserve Forces or of another Service Cadet Force. They may, however, be permitted to handle and fire single-shot small-bore weapons on miniature (indoor) rifle ranges in certain circumstances, such as open days, with the Commanding Officer's or equivalent's specific permission, if adequate insurance cover exists. They may not handle or fire any firearm that could be converted into any other type of firearm i.e. they may not use Heckler & Koch conversion kits.

16.10 Drugs, Alcohol and Smoking

16.10.1. **Drugs.** The MOD's policy on the misuse of drugs is 'zero tolerance' (JSP 835). Where an individual (adult or cadet) is found to have used, supplied, sold, dealt, or been in possession of, unlawful drugs, the individual will, unless there are exceptional reasons, be discharged from the Cadet Forces, in addition to any civil penalties, unless there are exceptional circumstances, which will be subject to s-Svc CF HQs' direction.

16.10.2. **Alcohol.** Alcohol consumption is accepted practice in many areas of society, and there are increasing pressures on young people to experiment with alcohol with the potential attendant risks of damage to their health. JSP 835 states: 'Many people who drink alcohol enjoy it and cause no harm to themselves or others and, indeed, there is evidence to suggest that drinking small regular amounts of alcohol can be beneficial in the middle-aged and older age groups. Despite these positive effects, the excessive consumption of alcohol, either regularly or on single occasions, carries the risk of short-term or long-term harm'. It is illegal to buy alcohol from a shop or an off-licence under the age of 18 years. It is also illegal for anyone to buy alcohol for anyone under the legal age. For these reasons, s-Svc CF HQs are to publish policies covering the consumption of alcohol by CFAV and cadets. CFAV are not to consume alcohol in the presence of cadets.

16.10.3. **Smoking.** Despite national campaigns to discourage smoking among young people, it continues to be prevalent and there is evidence that children are becoming addicted at an early age. Ultimately, the aim is to eradicate smoking among cadets. It is illegal for children under 18 to purchase tobacco or cigarettes. Cadets are not allowed to smoke while on Cadet Force activities or events. CFAV who do smoke are to do so out of sight of cadets. S-Svc CF HQs are to publish policies covering smoking by CFAV and cadets.

[Back to Contents](#)

17 Security

References:

JSP 440 – Defence Manual of Security
JSP 482 – MOD Explosives Regulations
JSP 886 – The Defence Logistics Support Chain Manual

17.1 The Threat to Security of Cadet Force Establishments

17.1.1. There are threats to the security of CF establishments from both terrorist and other, mainly criminal, elements:

- a. Cadet units are categorised with ‘other military establishments’ for threat assessment purposes; the threat to cadet establishments is, therefore, assessed as being the same as MOD establishments less those in the London Government Security Zone (GSZ).
- b. There is additionally an ongoing threat to CF establishments from other elements seeking to:
 - (1) Steal arms, ammunition and items of military clothing and equipment and other attractive items, including Cadet Funds.
 - (2) Sell drugs to young persons.
 - (3) Commit sexual offences against young persons.
 - (4) Promote extreme political or religious views.
 - (5) Cause malicious damage and vandalism to CF premises.

17.2 Official Secrets Act

17.2.1. All members of the CF have duties and responsibilities under the Official Secrets Acts. CF may wish to draw their CFAVs’ attention to this fact by ensuring that CFAV sign a certificate to the effect that they will comply with the Acts. However, non-signing of the Official Secrets Acts does not remove their liabilities under these Acts.

17.3 Identity Cards and Passes

17.3.1. CFAV may be issued with Defence Identity Cards (MOD Forms 90). The cards are similar to the military variant but prominently display the words ‘CADET FORCES’ below the words ‘IDENTITY CARD’. They are produced by Defence Business Services (DBS).

17.3.2. Control processes are in place to ensure that MOD Forms 90 are issued only to entitled personnel. For CFAVs, DBS will only issue MOD Forms 90 approved by authorised demanders, and will despatch the MOD Forms 90 only to the office addresses of those demanders.

17.3.3. The list of authorised demanders and their office addresses is controlled by MOD RF&C Division (SO2 Cadets) who notifies DBS when there has been changes to authorised demanders. It is also provided to DBS annually in April as part of a re-certification of the entire list. Copies of the refreshed list are to be sent to:

- DBS JPAC ID Section
- DBS MilPers-MilOps-CurOpsSO2

17.3.4. Changes of authorised demanders in the CFAV administrative offices are to be notified to RF&C Division SO2 Cadets who will inform DBS.

17.3.5. Applications for CFAV ID cards are to be submitted using form 'F IDENT 1024C' copies of which are available on WESTMINSTER. Applicants are to complete the form and submit it through their authorised demander. A colour photograph is needed for initial applications and where the photograph is more than 10 years old or is no longer a good likeness. Photographs must conform with the requirements of HM Passport Office.

17.3.6. Application forms will be checked, authorised and forwarded to DBS who will issue the ID card in 5 - 25 working days (DBS will send ID cards only to the administrative offices and not to the applicants directly). Queries about applications will be referred back to the authorised demander.

17.3.7. Authorised demanders are responsible for ensuring that applications are genuine and that the appropriate checks have been completed satisfactorily. They are also to implement and maintain an accounting process for the issue and return of ID cards. Completed F IDENT 1024C application forms are to be forwarded to:

ID Card Production Centre
Centurion Building
Grange Road
GOSPORT
PO13 9XA

17.3.8. Authorised demanders may send applications that do not require a photograph by MOD intranet email to DBS JPAC ID Section.

17.3.9. It is a condition of issue that ID cards are kept safe, secure and serviceable. ID cards should be replaced if:

- The image on the photograph is not readily identifiable as that of the holder.
- Text is unclear, particularly service number, name and expiry date.
- The hologram is in poor condition.
- The ID card material is de-laminating, cracking, warping or appears to have been tampered with (minor scratches or blemishes do not affect the general serviceability of the card).
- The card is out of date.
- The rank or rate shown is more than one level from that currently held.

17.3.10. Any ID Cards issued to CFAV must be handed in when relinquishing appointments within the CF.

17.4 Document Security

17.4.1. CF HQ are to ensure that robust regulations are issued and adhered to for all units regarding the safekeeping and security of valuable documents such as personal medical information, training manuals and pamphlets. Verification of the procedures is to form part of the Unit Inspection.

17.5 Information Technology (IT) Security

17.5.1. Units are becoming increasingly dependent upon IT. Any form of official information held on IT equipment, irrespective of who owns that equipment or where it is located, becomes subject to the requirements of JSP 440.

17.5.2. **Connection to Internet.** Units wishing to connect to the Internet for official purposes are to adhere to the policy set out in JSP 440 Part 8, Section 4, Chapter 3.

17.6 Security of Arms and Ammunition

17.6.1. All CF are to ensure they have a current Standing Order detailing the security of arms and ammunition in accordance with JSP 440 Part 7 Section 7 Chapter 4, JSP 886 Vol 6 Part 1, JSP 482 Part 3 Chapter 12 Annex B.

17.7 Protecting Personal Information

17.7.1. **Introduction.** This section provides policy direction and guidance to enable the MOD-sponsored CF to comply with the Data Protection Act 1998 (DPA 98) and various government and MOD directives on protecting personal data.

17.7.2. Loss of personal data from one of the CF could seriously expose our personnel to unnecessary risk and continue to embarrass the MOD. Compliance with the Data Protection Act 1998 (DPA 98) is a legal requirement and of critical importance to the reputation of Defence. It applies equally to the Cadet Movement as it does to the MOD as a whole. Data losses frequently occur as a result of failure of individuals to follow even basic security requirements and personnel should be in no doubt that appropriate disciplinary measures will be taken against those responsible for the loss, leak or negligent protection of personal and classified data.

17.7.3. As an organisation that considers its personnel to be its most important asset, the CF HQs are seeking to establish a culture that values, protects and processes personal data efficiently. To that end, not only is there a need to ensure our personnel are suitably trained, but also a need to have a suitable governance structure for control and management of Data protection Policy.

17.7.4. **Governance.** S-Svc HQs are to nominate a 'Data Handling' representative who will be the single point of contact with their respective Service Data Protection Organisations. Current Points Of Contacts (POC) are as follows:

	Service DPO POC	Cadet Force POC
Navy HQ	NAVYSEC-2DPACDPO@mod.uk Tel: 02392 62 3540	MSSC jparker-jones@ms-sc.org Tel: 020 7654 7027

Army HQ	ArmyInfo-CyberSy-DPA-0Mailbox@mod.uk Tel: 01264 886755	RC-Cdts-Delivery-ICT-SO2@mod.uk Tel: 01252 787696
Air	Air Command Data Protection Officer Tel: 01494 493226	ACO-HQAC-CST-PolicyPlans-SO1@mod.uk Tel: 01400 267288

17.7.5. Cadet Force HQs are to ensure appropriate policy and structure is in place that provides for the maintenance of a suitable management structure, Data Protection Officer(s) and the identification, training and guidance of Information Asset Owners. This is to be done through liaison with and guidance from the respective s-Service DPO organisations.

17.7.6. S-Svc CF HQs, which include the SCC, will develop their own training programmes liaising with their respective s-Svc Data Protection Officers (DPOs) and oversee the running of a training programme for their staff and CFAV that ensures compliance with the latest direction on training.

17.7.7. The s-Svc HQ staff are to determine the level of training required for their CFAV taking advice as necessary from their respective DPOs. This should address Cadets as well as CFAV and other staff / volunteers as appropriate.

17.7.8. Although the Defence Learning Environment (DLE) is the advertised route for training (available on the Defence Gateway), the training packages are to be hosted on BADER and WESTMINSTER. Additionally, the National School of Government has agreed to allow use of the training packages on its website free of charge.

17.7.9. **Data Protection Act - Detail.** The Data Protection Act 1998 replaced and broadened the Data Protection Act 1984. The purpose of the Act is to protect the rights and privacy of individuals, and to ensure that data about them are not processed without their knowledge and are processed with their consent wherever possible. The Act covers personal data relating to living individuals, and defines a category of sensitive personal data which are subject to more stringent conditions on their processing than other personal data. The eight principles of Data Protection are as follows:

1. *Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:*
 - a. *at least one of the conditions in Schedule 2 is met, and*
 - b. *in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.*
2. *Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.*
3. *Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.*
4. *Personal data shall be accurate and, where necessary, kept up to date.*

5. *Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.*
6. *Personal data shall be processed in accordance with the rights of data subjects under this Act.*
7. *Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.*
8. *Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.*

17.7.10. **Cadet Medical Details.** If there is a requirement for Health and Safety reasons for certain medical details of cadets to be kept within units, cadet organisations are to ensure that permission from the relevant parents or guardians is obtained before such information is kept.

17.7.11. **Access to Health Records Act 1990.** The cadet organisations must conform to the Access to Health Records Act 1990. This requires that young people give their permission before any personal medical details are disclosed to their parents or guardians.

17.7.12. **MOD Records Retention Policy.** The DPA 98 requires personal data not to be held 'longer than is necessary'. The following table gives the periods of retention for Service and civilian records which may be held by CF or associated bodies, taking into account the requirements of additional legislation such as the Limitation Act 1980, and the particular circumstances relating to the MOD and its sponsored organisations. These include the fact that claims or queries can be made many years after the event, and, therefore, from MOD's side, there is also the need to demonstrate transparency in the maintenance of records.

Table to Show Records to Which Subjects May Request Access, and the Length of Time Such Records or Documents Should be Kept

PERSONNEL OR PAY RECORDS TO WHICH SUBJECTS MAY REQUEST ACCESS UNDER THE DATA PROTECTION ACT 1998	LENGTH OF TIME DOCUMENT SHOULD BE KEPT
RECRUITMENT	
Commissioned Officers in the CF	<p>Successful Candidates Papers transferred to personal file and kept for 100 years. Medical records kept on FMed 1</p> <p>Unsuccessful candidates CCF(RN) – papers kept for 5 years and then destroyed TA, RAFVR(T) and CCF – papers kept for 3 years and then destroyed</p>
Adult members of the CF not holding commissions	<p>Successful candidates Papers transferred to personal file and kept for 100 years</p> <p>Unsuccessful candidates Papers retained for one year</p>
EMPLOYMENT CAREER	
Employment qualifications and references	Retain for 1 year after employment commences
Letter of appointment	Until 100 years from date of birth (DOB)
Job History- consolidated record of whole career, including: Location (with dates) of service Training history Promotion dates Previous regular service dates Transfers within CF or Units Papers relating to any disciplinary or administrative action Departure Documentation Awards of Medals	Until 100 years from DOB
Annual/Assessment Confidential Reports	<p>Commissioned CFAV – retain all reports for 100 years from DOB</p> <p>Non-commissioned CFAV – retain the last 10 reports while serving, and retain for 10 years after leaving</p>

HEALTH	
Medical Files for all adult members of the CF including papers relating to any injury on duty	Until 100 years from DOB
Health declaration (civilian) as applicable	Until 100 years from DOB
Notification of potential/actual exposure to substances hazardous to health, including CISHH	Until 100 years from DOB
FINANCIAL	
Travel and Subsistence – claims and authorisation	4 years after each claim
Pay	Until 100 years from DOB
Death Benefit Nomination and Revocation Forms	Until 100 years from DOB
Death certificate	Return original to owner. Retain copy until 100 years from DOB.
Records to do with pensions/disability payments	Retain until 100 years from DOB of Cadet Force member
PERSONAL	
Next of Kin Declaration	During membership of the CF keep only the most recent. After leaving, retain this until 100 years from DOB
Subject Access Requests	7 years from date of last enclosure, but record holders may retain for a longer period in difficult cases, subject to annual review.
SECURITY	
Security – Vetting Files	7 years after retiring at normal retiring age
And other personnel files inc D&BS Disclosure documentation	10 years after retiring or leaving before normal retiring age 1 year after death
Official Secrets Act declaration	Until 100 years from DOB

[Back to Contents](#)