

COUNCIL FOR CADET RIFLE SHOOTING (CCRS)

Registered Charity no. 1151650

CHILD SAFETY AND PROTECTION POLICY

adopted by the Trustees on 9 March 2015

Scope

1. This policy, which reflects the relevant English legislation, covers the responsibilities of CCRS trustees, staff and volunteers towards cadets (and in some cases former cadets and young people who are not cadets) involved in target shooting training, competitions, meetings and tours organised, facilitated or supported by CCRS. **In all such activities and circumstances the safety and wellbeing of the cadets are paramount.**

Types of Risk and Related Aims

2. **Safety and Security related to the Conduct of Shooting.** The aim is to ensure that shooting activities are carried out in a manner which minimises both danger to cadets themselves and the risk of cadets endangering others.
3. **Safety and Security - General.** The aim is to protect cadets against other external risks related to shooting events, e.g. transport and travel, accommodation, feeding, leisure activities, personal security and security of personal possessions and documents.
4. **Moral, Psychological and Physical Welfare.** The aim is to protect cadets from any form of physical, emotional and sexual abuse or neglect, including harassment, bullying, abuse and discrimination, and to ensure respect for equality and diversity in respect of beliefs, ethnicity, gender, sexual orientation, disability and socio-economic background.

Policies and Procedures

5. Every UK cadet is a member of a school contingent of the Combined Cadet Force (CCF) or of a unit of the Sea Cadet Corps (SCC) (including Royal Marines cadets), Army Cadet Force (ACF) or Air Training Corps (ATC) . All 4 cadet organisations are subject to the provisions of Joint Services Publication (JSP) 814 - Policy and Regulations for MoD Sponsored Cadet Organisations (2006). Sections 4.8 - 4.11 cover safety and responsibilities of Cadet Force Adult Volunteers (CFAVs) towards cadets and related matters. The single service cadet organisations and schools with CCF contingents have their own child protection policies and procedures based on or consistent with JSP814. The relevant single service documents are:
 - MSSC safeguarding child protection policies, updated 2013;
 - The Army's Cadet Forces Safeguarding and Child Protection Policy, CLF, 27 June 2013;
 - Air Cadet Publication (ACP) 4, "Safeguarding and Protecting Children", November 2013.

These documents recognise that CCF elements of their Service are covered by the mainstream school safeguarding policies, but the documents nevertheless apply to adult volunteers and military staff working with schools. While the school's reporting procedures for safeguarding incidents will need to be followed in the first instance, any incident/disclosure/concern relating to CCF activities or CCF adults must also be reported in accordance with the Service policies.

6. Cadet Safety Training Precautions (CTSP) 2014 (Army Code 72008) is a Code of Practice, applicable to all MoD-sponsored Cadet Forces, which is complementary to JSP814. It covers immediate actions for a wide variety of incidents and situations. The child safeguarding section of CTSP 2014 (pp.27-35) is developed from the relevant child protection legislation and is appended to this document.
7. The national governing bodies for target shooting, The National Rifle Association (NRA), the National Smallbore Rifle Association (NSRA) and the Clay Pigeon Shooting Association (CPSA) also have child protection policies, and require affiliated clubs to have policies compatible with these. The NRA policy is contained in the "Bisley Bible". Use of MoD ranges by civilians is governed by the NRA Safe Shooting System (SSS), based on SST, agreed with MoD.
8. CCRS, as a charity independent of the State, is not bound by JSP814 (although CCRS's existence is acknowledged at Paras 2.05 and 6.04), or by CTSP 2014, beyond the legislation reflected in them. The Trustees have decided voluntarily:
 - a. to note JSP814 as the overarching policy regulating the operation of cadet forces;
 - b. to use JCTSP 2014 as guidance where relevant on cadet safety and security matters;
 - c. to adopt CTSP 2014 pp. 27-35 as its policy and procedures on safeguarding cadets from abuse or bullying.

Division of Responsibilities

9. In most competitions UK cadets participate in school or unit teams under the control of their own Cadet Force Adult Volunteers (CFAVs). Overseas teams are accompanied by their own CFAVs or equivalent responsible adults who have been enrolled, appropriately trained and DBS cleared.
10. For non-central matches responsibility lies wholly with CFAVs. For central meetings organised by CCRS and held at Bisley CCRS is responsible overall for range safety using CFAVs as range officers; administers units'/schools' firearms storage; and facilitates accommodation and feeding arrangements with military and other organisations. All other responsibilities lie with CFAVs. Similar arrangements apply to the Clay Target Shooting Championships held at various venues (less shotgun storage, provided by the host unit or organisation if not at Bisley).
11. Where a cadet enters the NRA Imperial Meeting as an individual and will not be accompanied by a CFAV from his/her own school or unit, the CCRS General Secretary will assist in arranging for a CFAV from another school/unit to accept responsibility for that cadet also. The General Secretary must obtain written parental approval for any such arrangement, together with a certificate detailing any medical

conditions, medication or allergies. The cadet must be made aware of and acknowledge the responsibility and authority exercised in his/her interest. This includes UK cadet teams competing in the international and inter-service matches. CCRS will not support use of the NRA 'Uncles and Aunts' scheme unless the adults involved have enhanced DBS clearance (see below), and may if necessary find cleared adults to provide coaching support.

12. CCRS trustees, staff and volunteers must not, however, 'turn a blind eye' if they witness or become aware of a possible safety infringement, problem or incidence of harassment, bullying, abuse or discrimination outside CCRS's primary responsibilities. They should exercise common sense, judgement and diplomacy in deciding whether to intervene directly and/or to refer the matter to the appropriate CFAV(s), either personally or via the General Secretary. The principle that 'the welfare of the cadet is paramount' must always apply. The same principle will apply in respect of overseas cadets or juniors in teams visiting the UK. Where an issue arises involving two or more cadet units, schools or even national teams, the General Secretary and/or the Chairman will offer assistance with liaison between the parties (and if necessary outside authorities) and may if required attempt to mediate. In the event of an incident involving a cadet and a non-military or cadet force adult (eg. an adult civilian competitor or official), the national governing body Child Protection Officer must be informed.
13. For UK teams on overseas tours CCRS, assisted by any accompanying CFAVs, has the full range of responsibilities. This must include checking that host nation provisions such as child protection, shooting safety and medical cover are compatible with UK standards and taking host nation advice on security matters.
14. Overseas teams visiting UK are subject to English law (or Scottish law if in Scotland). Team visits sponsored by CCRS are accordingly subject to this policy, although the team's responsible adults have primary responsibility for their cadets/juniors and may also be bound by their own child protection policies.

Child Protection Officer

15. The General Secretary is the CCRS Child Protection Officer.

Reporting Incidents

16. Irrespective of lead responsibility, any significant incident within the scope of this policy involving a cadet or a CFAV (while acting as such) must be promptly reported to the CCRS General Secretary in addition to any other reporting requirement. This will enable the General Secretary and/or trustees to be forewarned of any possible resulting enquiries, including media attention, and to take whatever action may be necessary in the circumstances.
17. Where CCRS has lead responsibility or significant involvement in any such incident (whether the matter be suspicion, allegation or proven) the General Secretary must, in addition to any other reporting requirement, promptly inform the Charity Commission by email of what has happened and how it is being dealt with.
18. Service reporting procedures must be followed whether cadets are in the UK or overseas.

Disclosure and Barring Service Checks and Staff Recruitment

19. All CFAVs are required to have enhanced Disclosure and Barring Service (DBS - formerly CRB) clearance. The CCRS General Secretary and Assistant General Secretary must have enhanced DBS clearance: suitability to work with young people must be a major factor in any recruitment, which should be conducted in accordance with the standards published by the National Council for Voluntary Youth Services; and an appointment must not be confirmed until checks have been completed.
20. CCRS trustees do not normally have regular and unsupervised access to young people in their role as trustees to necessitate enhanced DBS clearance, although some trustees will have been DBS/CRB checked on account of being CFAVs or holding other appointments. A trustee taking on other specific responsibilities will be assessed like any other volunteer to determine whether enhanced DBS clearance is needed.
21. DBS clearance must have been obtained in the time frame identified by Cadet policy (currently 5-yearly but may change) and must have been issued since the start of the individual's involvement with cadets.

Training

22. The CCRS General Secretary must arrange training and periodic updating of himself as Child Protection Officer, and appropriate training for other CCRS staff members. He must ensure that CFAVs on CCRS overseas tours, and any competitors aged 18 or over, are briefed on this policy and are familiar with CTSP 2014, and that at least two adults on a tour (which may include himself) are trained to Child Protection Officer standard. Trustees must maintain a level of training dependent on their other child-related roles; the minimum is for all trustees is to be familiar with this policy and with CTSP 2014. Various online training courses are available.

Review

23. This policy will be reviewed whenever the reference publications are updated, or in the light of a serious incident, and at not more than 3-year intervals. Child protection will be a standing agenda item at all Trustees' meetings.

Attachment: Extract of CTSP 2014 pp. 27-35